

- Communicate verbally and in writing with fund recipients, departments, and other agencies in order to resolve discrepancies and exchange or relate information regarding contract budgeting corrections, financial record corrections, and inter-departmental appropriations or expenditures.
- Prepare periodic summaries of financial transactions which may include balances, revenue and expenditure statements, statistical cost and operating reports to support annual reports.
- Interpret and explain rules, regulations, and policies regarding fiscal programs to staff to ensure compliance with contract terms and accounting procedures.
- Perform a variety of professional accounting duties in the preparation, maintenance and processing of accounting records and financial transactions.
- Process, code, enter, and retrieve financial data, using computerized accounting systems.
- Verify accounting entries, maintain and reconcile complex accounting or financial records related to assigned function.
- Respond to inquiries from other departments and the public.
- Coordinate with staff in resolving disputes.
- Research discrepancies.
- Performs cashiering functions.
- Organize own work, set priorities and meets critical deadlines.
- Exercise good judgment, apply logical thinking and make sound decisions to accomplish tasks or solve problems.
- Operate modern office equipment including computer equipment and software programs.
- Interpret and apply polices, procedures, statutes and local rules, codes and regulations pertaining to assigned programs and functions.
- Communicate in a clear and concise manner, both orally and in writing.
- Understand and carry out oral and written instructions.
- Respond to questions from the public and City personnel regarding policies and procedures for the assigned area.
- Establish and Maintain effective working relationships with those contacted in the course of work.
- Operate a vehicle to carry out assigned duties.
- Attend seminars and workshops related to technical duties and responsibilities.
- May serve as a member of an employee focus group.
- May represent the City at various meetings and functions.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of accounting and financial record keeping.
- Principles of double entry and accrual accounting.
- Techniques used to reconcile subsidiary accounts to control accounts and maintain books through trial balance.
- Computerized accounting system and/or personal computer spreadsheet software application.
- Business math.
- Functions of accounts payable, accounts receivable, payroll, purchasing, and auditing or revenue collections.
- Modern office practices, procedures and equipment including computer-based accounting systems.
- Basic understanding of contracts, regulations, and laws specific to job functions.
- Proper English grammar, vocabulary, spelling and punctuation.
- Business letter writing, filing, indexing, and recording systems and procedures.
- Applicable state, federal and local statutes, laws, rules and regulations that apply to the area of assignment.

Skills in:

- Using a computerized accounting system, including data input, data inquiry, and report generation.
- Oral and written communications.

- Performing mathematical calculations, using a calculator and operating a 10-Key pad by touch.
- Following up on assignments with a minimum direction.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Analyzing and resolving office administrative situations and problems.
- Communicating clearly and effectively, both orally and in writing.

Ability to:

- Analyze fiscal data and draw logical conclusions.
- Define accounting problems and recommend effective solutions.
- Detect possible weaknesses of internal control and standard accounting procedures and recommend revisions.
- Verbally communicate accounting procedures and policies clearly to others.
- Use personal computer applications including spreadsheet software.
- Write memoranda and reports clearly and concisely.
- Organize work and set priorities to meet deadlines.
- Read, understand, and apply, laws, rules, regulations, policies, and procedures involved in fiscal recordkeeping and accounting functions.
- Apply legal requirements and administrative policy to departmental accounting functions.
- Make arithmetical calculations, including ratio, rate, and percentage.
- Maintain a good working relationship with city officials, superiors, co-workers, and the public.
- Operate business machines.
- Plan and organize work to meet deadlines.
- Work independently and as a member of a team.
- Perform cashier function duties accurately.
- Handle stressful situations.
- Handle multiple interruptions.
- Handle multiple priorities.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Ability to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Ability to perform the essential functions of this classification.

MINIMUM QUALIFICATIONS REQUIRED

Education:

Bachelor's Degree in Accounting or Business Administration or related field, including six semester equivalent quarter units in Intermediate Accounting.

Experience:

Three (3) years experience performing professional accounting, public agency experience desirable

Licenses and/or Certifications:

- Valid California Class C Driver's License or higher and a good driving record, at the time of appointment.

DESIRED QUALIFICATIONS

Master's Degree in accounting is highly desirable.

MATERIAL AND EQUIPMENT USED

General office equipment, personal computer and applications, i.e., Word, Excel, Publisher, Power Point, Assess, printer, vehicle, regular/cell telephone, pager, microfiche machine, typewriter, cassette duplicator, scanner, fax, and transcription equipment, copier,.

PHYSICAL REQUIREMENTS

While performing the essential functions of this classification the employee is frequently required to stand, walk, and sit for long periods of time; ability to use hands and fingers, handle, manipulate and feel; ability to reach with hands and arms; ability to speak and hear; ability to occasionally lift and/or move up to 25 pounds, climb flights of stairs; specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

While performing the essential functions of this classification the employee is generally in an office environment. The working conditions are typically moderately quiet, but may be moderately noisy at times.

***NOTE:** Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*