

JOB DESCRIPTION

City of Patterson



Human Resources

ACCOUNTANT

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under limited direction of the Finance Director, the Accountant performs difficult technical accounting work requiring comprehensive knowledge of municipal financial functions, government fund accounting, enterprise fund accounting, and automated accounting systems; prepares required State and Federal reports, develops spreadsheets and financial statements, prepares or reviews budget reconciliations, journals and/or transfers; may perform accounting work in support of senior staff on large, complex projects; frequently exercises independent judgment to achieve a defined result; may exercise direct supervision over clerical and technical staff; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from the Finance Director.

May exercise direct supervision over clerical and technical staff.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Compiles and prepares financial statements and supporting schedules; reviews statements and performs analytical reviews and reconciliations of general ledger accounts to subsidiary ledgers and bank statements.

Participates in the coordination and preparation, production, and distribution of the Comprehensive Annual Financial Report (CAFR) and supporting schedules; reviews, prepares special assessments, revenues, and related reports; reconciles and prepares audit spreadsheets, reports and year end journal entries and interacts extensively with external auditors.

Maintains capital asset records; analyzes expenditures for capitalization in accordance with City policy and accounting professional standards; calculates depreciation expense; participates in and assists with development of Capital Asset and Project budgets.

Monitors grant compliance, special districts, and trust accounts.

Maintains the chart of accounts and assists departments in establishing new accounts.

Monitors and reviews accurate coding and classification of revenues and expenditures; conducts monthly budget to actual analysis and reviews discrepancies with departments.

Coordinates the budget development process with departments staff, compiles budget data to prepare budget book on semi-annual and annual basis.

Develops and manages short-term cash forecasts to anticipate cash needs.

Performs cash inflow and outflow variance analysis of monthly results to identify key drivers of cash performance.

Prepares Treasury reports on quarterly and annual basis.

Monitors bond proceeds and draw-down and requests reimbursement from Trustee.

Assists with the preparation of debt disclosures and third-party reporting requirements.

Serves as liaison to other departments to guide the administration of their accounts for accuracy and proper reporting.

Assists in establishing internal controls and procedures, provides guidance and training to other City departments.

Processes and monitors State and Federal grants, coordinates the Single Audit with the City's independent Auditors; maintains records of grant-related financial transactions.

Conducts monthly bank reconciliations for all City accounts, including cash with fiscal agent accounts; and performs analysis of all funds on a quarterly and annual basis.

Assists with the preparation of external reporting documents.

Participates in developing, maintaining, and improving computerized control systems and financial functions related to applicable accounting processes.

May exercise direct supervision over clerical and technical staff.

Performs related duties as required and/or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles, practices and terminology of professional accounting standards such as generally accepted accounting principles (GAAP), governmental accounting standards board (GASB), financial accounting standards boards (FASB) and other regulatory agencies; principles of design and implementation of internal controls; principles and practices of the design and implementation of an ERP system; principles and practices of integrated computerized financial systems (particularly related to the processing of accounting information); principles and practices of municipal accounting, grant administration and reporting, budget preparation and control; and methods and techniques involved in conducting analytical studies of administrative and management practices and procedures.

Ability to: Independently perform professional accounting assignments; verify the accuracy of financial data and information; ensure proper authorization and documentation for financial transactions; analyze, post, balance, and reconcile financial information; make accurate mathematical calculations; review the work of other accounting personnel in specified work areas; review and interpret financial reports, transactions and legal documents; make sound independent judgments within established guidelines; prepare clear, concise and complete financial reports and statements and reports; establish and maintain effective working relationships with those contacted in the course of work; understand the organization and operation of the

City and of outside agencies as necessary to assume assigned responsibilities; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations; manage multiple projects simultaneously and be sensitive to changing priorities and deadlines; work cooperatively with other departments, City officials, and outside agencies to accomplish the goals and objectives of the unit; effectively operate standard office equipment including computers and supporting word processing, spreadsheet, and database applications; communicates clearly and concisely, both orally and in writing.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities; normally this would include:

Education: A Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business, or a related field. Designation as a CPA is desirable.

Experience: Two (2) years of increasingly responsible professional and technical accounting experience in a governmental setting.

License or Certificate: Possession of a valid Class C California Driver's License.

MENTAL AND PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; interpret and explain department policies and procedures.

Physical Requirements: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services.

Environmental Conditions: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job: While performing the duties of this job, the employee regularly works in an office environment.

FLSA Status: Exempt

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