

**ACCOUNTANT I/II**  
**\$1,800.80-\$1,915.76 Bi-Weekly DOE**

**DEFINITION**

Performs a variety of professional level accounting, auditing, and fiscal analysis duties involved in the reporting of financial transactions involved in City operations, programs, and services; and the preparation, maintenance, analysis and verification of the City' fiscal and budget records; performs directly related work as required. Work is performed under the general supervision and direction of the Finance Director

**DISTINGUISHING CHARACTERISTICS**

**Accountant II**

Working under general direction, Accountant II is the journey level in the Accountant series. Employees at this level are expected to be fully qualified to perform professional accounting, auditing, and/or fiscal analysis, direct a variety of complex accounting and related business management work, and have substantial accounting and auditing knowledge and background. Incumbents at level II may also assist with control of the department's budget, and assist the Finance Director with assigned responsibility for a special fiscal area such as fiscal monitoring for a department that has complex financial reporting requirements. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Accountant I, or if filled from the outside, require prior related experience.

**EXAMPLES OF DUTIES (Illustrative Only)**

Duties may include, but are not limited to, the following. For Accountant I, duties are performed at the trainee level:

Prepares accounting and other financial reports mandated by Federal, State, and local agencies and City management; Prepares other financial studies, reports, and statements as needed; Participates in the compilation and preparation of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections, providing estimated grant revenue and expenditure amounts monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of budget; Maintains, reviews, and reconciles a variety of ledgers, reports, and account records to ensure accuracy of entries, including verifying availability of funds and classification of expenditures, and researching and analyzing transactions to resolve discrepancies; Maintains the Finance Department's records, and coordinates records destruction and/or storage; Provides technical assistance and training to staff in matters relating to accounting, payroll, and budget administration to ensure the financial integrity of City financial records, including coordinating and educating staff in record keeping requirements, reviewing payroll system activities, and providing assistance in budget administration during fiscal year; Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems; Attends meetings and conferences including representing higher level staff as needed; Attends workshops and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas; Responds to questions and comments from the public in a courteous and timely manner; Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities; Performs other directly related duties consistent with the role and function of the classification.

## **QUALIFICATIONS**

### **Thorough Knowledge of**

Generally accepted governmental accounting principles and procedures; Budgeting, financial auditing, and financial management systems; Laws regulating public finance and fiscal operations; Financial research and report preparation methods and techniques.

### **Ability to**

Demonstrate critical thinking and analysis; Develop and implement accounting system modifications; analyze and interpret financial and accounting records; Prepare a variety of complex financial statements, reports, and analyses; Apply Federal, State, and local laws and regulations pertaining to accounting and auditing work; Examine and verify a wide variety of financial documents and reports; Conduct sound audits of financial records; Operate a ten-key machine; Communicate effectively with others, both orally and in writing, using both technical and non-technical language; Understand and follow oral and/or written policies, procedures, and instructions; Prepare and present accurate and reliable reports containing findings and recommendations; Operate a personal computer using standard or customized software applications appropriate to assigned tasks; Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Education and Experience:**

#### Accountant I

Any combination of training and/or experience which is equivalent to: Bachelor's degree in accounting, business administration or related field

#### Accountant II

Any combination of training and/or experience which is equivalent to: Bachelor's degree in accounting, business administration or related field and One to three years experience as an Accountant I.

#### Other Requirements:

May require a valid Class C California State Driver's license.

#### Essential Physical Abilities

Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively; Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form; Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment; Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position; Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.

**Selection Procedure:**

Regular applications are required for this position. All application materials are available at Rio Dell City Hall or at [www.riodelcity.com](http://www.riodelcity.com) and should be submitted to the attention of the Finance Director. Those candidates considered to be most qualified may be invited to participate in a written exam, and interview. All offers of employment may be subject to pre-employment drug screening.