

## 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 the direction of the Finance Director, the Accountant is responsible for performing technical accounting work of moderate difficulty requiring comprehensive knowledge of the municipal financial functions, government fund accounting, enterprise fund accounting, and automated accounting system. Incumbents may perform accounting work in support of senior staff on large, complex projects. Incumbents are required to frequently exercise independent judgment to achieve a defined result. Responsibilities may include preparing State and Federal reports, developing spreadsheets and financial statements, preparing or reviewing budget reconciliations, journals, and/or transfers.

## SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Director.

This position does not routinely exercise supervision.

## ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

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

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

Monitors, analyzing and reporting of Cannabis transactions.

Monitors and reviews accurate coding and classification of revenues and expenditures. Conduct monthly budget to actuals analysis and review discrepancies with departments.

Coordinate budget development process with departments staff, compile budget data to prepare budget book on annual basis.

Develop and manage short-term (daily to 1 month) cash forecast to anticipate cash needs.

Determine cash inflow/outflow variance analysis of monthly results to identify key drivers of cash performance.

Prepare Treasury reports on quarterly and annual basis.

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

Serves as a liaison to other departments to help them manage and monitor 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 City's independent auditors; maintains records of grant-related financial transactions.

Monthly bank reconciliations for all City accounts.

Perform all funds analysis on a quarterly/annual basis.

Assist with preparation of external reporting.

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

Performs related duties as required.

## **MIMIMUM QUALIFICATIONS**

### **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.

Identification of understanding of the 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, and 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.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

**EXPERIENCE AND CERTIFICATION(S)**

Any combination of experience and training what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:**

A Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business or a related field. CPA 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 Drivers' License.

**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.

**PHYSICAL REQUIREMENTS**

**Environmental Conditions:**

Work is performed in a standard office environment.

**Physical Conditions:**

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.

**FLSA Status:** Exempt