

**CITY OF CONCORD
CLASS SPECIFICATION**

**CLASS TITLE: ACCOUNTANT
DEPARTMENT: FINANCE
REPORTS TO: CONTROLLER**

**JOB CODE: 1120
DATE: 2/08**

JOB SUMMARY:

Performs professional-level work involving accounting work of financial matters for the city and administering a specialized program or area. Independently renders professional judgment, analyzing accounting activity and preparing transactions for entry into the city's general ledger; ensures the accurate processing of related work activities.

ESSENTIAL JOB FUNCTIONS:

Reconciles monthly bank statements; analyzes and makes necessary adjusting entries.

Oversees city leases and reconciles accounts; prepares deposits for lease payments; reconciles advance deposit accounts.

Posts adjustments to Accounts Receivable; prepares monthly report of delinquent accounts to send to departments.

Ensures all subsidiary ledgers balance to the City's general ledger.

Provides assistance to the Controller in the area of grant accounting.

Prepares monthly reports and payment vouchers for employee benefits; reconciles with payroll and makes necessary adjustments.

Prepares weekly and monthly journal entries relating to Netflix and inter-fund activity.

Prepares weekly payroll tax deposits; reconciles with payroll reports.
Performs monthly close of Accounts Payable.

Prepares annual update of ordinance and non-ordinance fees.

Helps train employees on accounting software.

Provides assistance to the Senior Accountant in reconciling and maintaining accounts and in preparing reports.

Provides assistance throughout the department as needed.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Computer	Calculator
Photocopier	Facsimile Machine	Printers
Multi-line Phones		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university in a related field; and three years of progressively

responsible related experience; or any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Functions and operations of specific area of assignment.

Computer applications used in area of assignment.

Basic bookkeeping and accounting principles and practices.

Record keeping, report preparation, filing methods, and records management techniques.

Basic budgetary principles and practices.

Methods and techniques of research, statistical analysis, and report presentation.

Skill in:

Communicating clearly and effectively, both orally and in writing.

Dealing courteously and diplomatically with employees, managers, and the general public.

Planning, coordinating, and organizing administrative operations.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Preparing clear and concise reports, correspondence and other written materials.

Preparing and conducting training sessions with groups.

Mental and Physical Abilities to:

Establish and maintain effective working relationships with others.

Read and interpret documents and reports.

Speak effectively before groups and with employees.

Solve practical problems and deal with a variety of concrete variables.

Perform duties while sitting at a desk or table.

Occasionally lift light objects.

Working Conditions:

Work is performed in an office.