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## STAFF ACCOUNTANT

### **DEFINITION**

Under direction, performs a variety of professional accounting duties that involve the application of judgment and discretion in the analysis and application of accounting principles and practices in maintaining fiscal controls and records, and preparing transactions; prepares a diverse range of financial documents and reports; and performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Accounting/Financial Analyst. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class responsible for performing the full range of professional accounting duties; Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Accounting/Financial Analyst in that the latter has supervisory responsibility for the revenue, budget, accounts payable, and payroll functions.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, and accounts receivable; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares monthly financial and statistical reports.
- Performs activities related to the District's payroll function, including the administration of the District-wide time-and-attendance system, preparation and review of related quarterly and annual tax reports, forms, and returns, implementation of periodic salary and benefit changes, preparation of a variety of reports and schedules, and payroll ledger reconciliation; ensures compliance with applicable Federal, State, and local laws, rules, and regulations, and the District's Memorandum of Agreement.
- Oversees the preparation of employee and vendor payments for retirement and other benefits.
- Tracks and processes purchase orders and requisitions; reviews invoices and reports for accuracy and appropriate authorization; reconciles credit card statements; ensures that funds are budgeted and available and prepares documentation for payment; enters and verifies data into the automated accounts payable system to produce payment.

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## **Staff Accountant**

- Creates invoices for land management services.
- Monitors and maintains the City's bank accounts; runs bank statements; checks deposits and returned checks; resolves exceptions, and generates checks; prepares and reconciles monthly cash report.
- Assists with the compilation and preparation of District budget, including providing salary and benefits data, revenue and expense projections, monitoring expenditures and recommends adjustments as necessary, and preparing and updating cash flow and projections.
- Provides data to auditors for year-end audit; responds to questions from auditors on reviewed documents or transactions.
- Assists with preparation of reports for Public Record Act requests related to accounting, payroll and other fiscal records.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting.
- Assists the Accounting/Financial Analyst with special projects as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles, practices, and methods of public and governmental accounting and financing, including general accounting, payroll, auditing, and reporting functions and their application to District operations.
- Basic principles and practices of budget development, administration, and accountability.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Business arithmetic and basic financial and statistical techniques.
- Computerized accounting and finance systems and computer software and systems related to accounting and payroll processes.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Modern office practices, methods, computer equipment, and computer applications related to work, including word processing and spreadsheet software.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize and implement general accounting, payroll, auditing, and reporting functions and activities.
- Analyze financial data and draw sound conclusions.
- Analyze, interpret, summarize, and present administrative and technical information and data

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Staff Accountant

- in an effective manner.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field and three (3) years of professional accounting experience; government accounting experience is desirable.

## **Licenses and Certifications:**

- None.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

## **ENVIRONMENTAL ELEMENTS**

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### Staff Accountant

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: September 2017

REVISED: N/A

FLSA: Non-exempt