

**JOB TITLE: Accountant I**

**JOB CODE: 02.13**

**GRADE: 16**

**CLASSIFICATION: Non-Exempt**

**PURPOSE OF THE POSITION:** Performs difficult skilled clerical work keeping financial accounts and records for a major department according to standardized accounting practices.

**MINIMUM QUALIFICATIONS:** Any combination of education and experience equivalent to graduation from an accredited two year college with major course work in accounting or finance and three (3) years of experience in accounting or bookkeeping work involving the maintenance of various control and subsidiary accounts.

**SPECIAL REQUIREMENTS:**

- Knowledge of commercial or cost accounting principles and techniques.
- General knowledge of clerical methods and procedures used in keeping fiscal accounts and records and the use of standard office equipment.
- General knowledge of business arithmetic.
- Ability to maintain financial records of some complexity and to prepare clerical and financial reports and statements.
- Ability to analyze and evaluate accounting problems and to recognize and develop pertinent accounting and related data.
- Ability to make various computations quickly and accurately.
- Ability to understand, follow and carry out complex oral and written directions.
- Experience with personal computers and popular software packages such as spreadsheets.
- Ability to establish and maintain effective working relationships with City officials, associates and the general public.

**ESSENTIAL FUNCTIONS:**

- Assists in the preparation of routine and special accounting statements or analysis of accounting data.
- Reconciles the general and all special bank accounts; follows up omissions or discrepancies.
- Reviews invoices and checks requests for proper documentation and coding.
- Assists in the preparation of annual financial reports, statements and schedules.
- Assists in maintaining complex record systems involving varied financial transactions.
- Assists in performing internal audits within the department.
- Ensures maintenance of records and the filing of all information needed by auditors.
- Distributes payroll, equipment and other charges to various cost centers and posts to cost ledger.
- Assists the development of new or revised procedures to simplify and improve operations and services rendered.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.

Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

**PUBLIC CONTACT:** Usually none.

**SUPERVISION RECEIVED:** Assignments are general; some degree of latitude for use of independent judgment in work methods and procedures.

**SUPERVISION EXERCISED:** Usually none, however, some supervision may be exercised on specific projects.

**PHYSICAL REQUIREMENTS:** This is primarily office work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Department Head or designated representative.