



CITY OF BEAUMONT

ACCOUNTANT

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.

SUMMARY DESCRIPTION

Under direct supervision of the Assistant Finance Director, performs a variety of advanced level professional accounting, auditing, and statistical work involving in preparing, maintaining, analyzing, verifying and reconciling complex financial transactions, statements, records, and reports. Performs a variety of grant management and reporting; administers all grants Citywide; assists in preparing year-end audit reports and schedules, as assigned and provides highly responsible staff assistance to assigned management staff.

REPRESENTATIVE DUTIES *The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Prepares, maintains, analyzes, verifies and reconciles complex financial transactions, statements, records, and reports; reconciles assigned accounts and makes adjustments as necessary.
2. Prepares journal entries and reconciles general ledger and subsidiary accounts by analyzing and ~~reording~~recording postings from payroll, accounts payable, cash receipts, accounts receivable, trial balance reports, grants, bonds, debt service payments, and interest income; analyzed expenditures and revenues; reconciles accounts
3. Performs a variety of grant management and reporting; assumes responsibility for administering all grants Citywide; interprets grant award agreements and ensures compliance with applicable laws and regulations; maintains accounting records and documentation related to state, federal, local, and other funding sources; ensures proper billing, collection, and spending of grant funds.
4. Performs specific tracking for capital projects including maintaining documentation in accordance with funding source (federal, state or local) reporting requirements.
5. Oversees, reviews, and tracks all bank transactions; reconciles bank balance to general ledger and ensures accurate cash management reports; identifies and resolves bank adjustments and discrepancies.
6. Assists in preparing audit schedules and reports for external auditors and assists the Assistant Finance Director during the annual financial audit, single audit, and special audits.
7. Participates in the preparation of year-end financial statements, schedules, and reports.
8. Prepares a variety of financial reports as mandated by state, local, and other governmental agencies; participates in the preparation of year-end financial statements, schedules, and reports.

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9. Troubleshoots and resolves problems with the City's computerized financial system.
10. Audits internal financial documents and transactions, including but not limited to contract, grant and purchasing functions; researches and resolves problems to ensure compliance with applicable policies and procedures.
11. Participates in developing, implementing, and maintaining administrative policies and procedures; evaluates internal control procedures including identifying areas of concern and making recommendations.
12. Provides professional and technical guidance and training to other departments to include cash handling and purchasing.
13. Serves as a backup for accounts payable, accounts receivable and payroll review.
14. Assists the Assistant Finance Director with special projects as required.
15. Performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Assistant Finance Director. Does not directly or indirectly supervise other professional staff but may provide work direction to subordinate technical or clerical employees.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipal accounting program.
Principles and practices of governmental accounting, public finance administration and budgeting, auditing, reconciliation; federal and state regulations and guidelines as they pertain to municipal finance, municipal taxation and revenue management.
Practices and techniques of automated financial systems.
Methods and techniques of financial research and report preparation.
General principles of risk management related to the functions of the assigned areas.
Principles and practices of grant accounting.
Principles of municipal budget preparation and control.
Office procedures, methods, and equipment including computers and applicable software applications including word processing, spreadsheet and database applications.
Principles and practices of records management.
Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, regulatory, educational and legislative organizations.
Techniques for providing a high level of customer service to the public and City staff, in person, over the telephone, and through electronic communication.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Independently perform the most difficult professional accounting assignments.
Examine and verify financial documents, reports, and transactions.
Prepare a variety of budgets, financial statements, reports, and analyses.
Analyze, post, balance, and reconcile financial data, ledgers, and accounts.

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Analyze and draw conclusions from financial data.
Interpret financial data and recognize accounts that need detailed investigation.
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.
Participate in the preparation and administration of assigned budgets.
Prepare clear and concise financial statements and reports.
Analyze complex issues, evaluate alternatives, and reach sound conclusions.
Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
Plan and organize work to meet changing priorities and deadlines.
Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
Work cooperatively with other departments, City officials, and outside agencies.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, business administration, public administration, or an equivalent field.

Experience:

Two years of increasingly responsible professional accounting experience, preferably in a public agency.

License or Certificate:

Must possess a valid California Class C Driver's License and maintain possession of such license during the course of employment.

Must have an acceptable driving record, be insurable at standard rates by City's insurance carrier, and maintain such insurability during the course of employment.

SALARY RANGE: Step 55—Step 65, Currently \$5,716 – 7,316.40

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:*

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee

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to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 25 pounds.

This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The City reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confer process.