

CITY OF INDIAN WELLS

ACCOUNTANT/SENIOR ACCOUNTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direct and general supervision or direction, plans, organizes, and performs professional accounting work, including auditing, analyzing and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the City's annual and mid-year budgets; prepares year-end audit reports and schedules; performs professional accounting work such as analyzing cost, revenue and relevant economic data, maintaining and improving the City's accounting system and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direct and general supervision is given by the Finance Director. Trains and provides technical advice to lower-level accounting personnel.

CLASS CHARACTERISTICS:

Accountant is the entry-level class in the professional accounting series. Initially, under direct supervision, incumbents exercise limited discretion and independent judgment in performing accounting and financial activities for the City and may specialize in one or more routine departmental accounting programs. As knowledge and experience are gained, the work becomes broader in scope; assignments are more varied and are performed under more general supervision. Successful performance of the work requires good knowledge of governmental accounting practices and procedures, fund accounting and fiscal management. This class is alternately staffed with Senior Accountant and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Senior Accountant is the advanced journey-level class in the professional accounting series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine and complex departmental accounting and record-keeping programs. The incumbent organizes and oversees day-to-day financial processing and record keeping activities and is responsible for providing professional-level support to the Finance Director in a variety of areas.

Responsibilities include performing a variety of customer services, analysis of accounts, record keeping, reconciliation and report preparation activities. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting and fiscal management.

EXAMPLES OF KEY DUTIES: (Illustrative Only)

- Assists Finance Director in the development and implementation of goals, objectives, policies, procedures and work standards for the department.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of City financial operations.
- Performs complex and difficult accounting and financial support work within programmatic and procedural guidelines.
- Prepares journal entries and reconciles general ledger and subsidiary accounts; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- Analyzes and reconciles expenditure and revenue accounts, including trustee accounts and investment reports.
- Monitors daily cash flow; performs cashiering and weekly rounds analysis; reconciles monthly bank statements.
- Calculates and prepares reimbursement billings and tracks receivables; reconciles monthly accounts receivable; audits accounts payable payments.
- Prepares in preparing audit schedules for external auditors and assists the Finance Director during the annual auditing process.
- Prepares and files annual financial statements for the City and other entities.
- Assists with the preparation of the annual and mid-year budgets.
- Assists with the fiscal year-end and fixed asset accounting.
- Prepares a number of complex accounting and financial calculations, reports and MOE's.
- Provides training in the use of the City's computerized financial system and assists departmental personnel with budget questions, proper expenditure coding, document processing and other accounting related activities.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- 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 and manual financial and accounting document processing and record keeping.
- Public agency payroll principles and practices.
- Practices and techniques of automated and manual financial and accounting document processing and record keeping.
- Applicable laws, codes and regulations.

- Standard office support practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing, spreadsheet and database applications.
- Records management principles and practices.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Skill in:

- Assisting in developing and implementing goals, objectives, policies, procedures, work standards for the finance department.
- Making accurate arithmetic, financial and statistical computations.
- Performing difficult, professional and technical accounting and financial support work accurately and in a timely manner.
- Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use.
- Reconciling accounts, records, reports and journals.
- Preparing financial and/or auditor statements, schedules and reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Reviewing and verifying accuracy of data.
- Maintaining accounting records for special accounts and projects.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Training staff in work procedures.
- Making accurate arithmetic, financial and statistical computations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

Education and Experience:

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

Accountant: Equivalent to graduation from a four-year college or university with major coursework in accounting, finance, economics or a related field and one year of general fund accounting experience.

Senior Accountant: In addition to the above, two years of general fund accounting experience or two years of experience equivalent to that of the Accountant.

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, and over the telephone.

Approved 12/11/13

Wade G. McKinney