

CITY OF LAKEPORT
GOVERNMENT ACCOUNTANT



Job Description

DEFINITION

Under the general direction of the Finance Director, and in accordance with accepted accounting principles and procedures, performs technical accounting work; examines, analyzes, and verifies fiscal records and reports; assists in the preparation of financial reports and audit information; designs, develops and evaluates workflow processes for the financial systems; may provide work direction to technical and clerical employees; administers the City's financial activities, systems and programs in areas such as general accounting, accounts payable, payroll, utility billing and revenue; and performs related and other work as required with a strong and progressive customer service orientation.

CLASS CHARACTERISTICS

The Government Accountant is a mid-level management classification. The incumbent reports to the Director of Finance and exercises general supervision of Finance clerical and technical staff to carry out the mission of the Finance Department.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed functions and related duties, may be assigned to multiple functions/duties, may share assignments and/or functions/duties with others, and/or may be required to perform additional or different functions/duties from those set forth below to address business needs and changing business practices.

Supervise the utility billing system; calculate, print and mails water bills; post payments; open and close accounts; issue late payment notices; print and reconcile reports and maintain files; respond to customers' inquiries; coordinate with meter readers and Public Work personnel regarding service installations, repairs and shut-off.

Supervisory responsibilities include: Accounts Receivable, including checking and balance cash received daily; Accounts Payable, including processing and maintaining accounts payable systems. Recommend appropriate modifications to utility billing, receivable and payable policies and procedures. Supervise, analyze and report on transient occupancy tax information.

Process and maintain payroll system including processing quarterly payroll reports, W-2's and 1099's. Maintain confidentiality of sensitive financial, payroll and human resource related data.

Maintain computerized general ledger and reconcile detailed accounts to general ledger controlling accounts using complex electronic spreadsheets and other supporting materials of their own design.

Create financial reports, statements, accounts and records of expenditures in a computerized environment including but not limited to processing miscellaneous billings, quarterly occupancy tax forms and receipts, and developer deposits; assisting in the preparation of the annual budget, including spreadsheet preparation, supporting documentation, and various reports; and preparing year-end financial information and reconciliations in support of audit preparation. Maintain financial reporting systems for grants including Community Development Block Grants.

Maintain courteous, professional and effective working relationships with other City employees and members of the public. Assist with customer service, administrative and accounting activities normally performed by clerical accounting personnel. Coordinate with Information Technology staff and contractors and the financial system software provider for the ongoing maintenance and/or conversions of the financial system.

Follow City policies and guidelines.

Perform other related tasks and duties as required.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include Bachelor's Degree from an accredited college or university in Business, Finance, Accounting or related fields including a minimum of 15 quarter or 10 semester units of accounting course work and two years' experience in government accounting (or comparable position), OR Associates Degree from an accredited college in Business, Finance, Accounting or related fields, and five years of experience in government accounting (or comparable position).

Knowledge, Skills, and Abilities

Knowledge of modern municipal accounting principles and practices and the ability to effectively apply accounting and auditing techniques and procedures in the work performed; generally accepted accounting principles as applied to governmental accounting; budgeting principles and terminology; correct English usage, spelling, grammar and punctuation; and modern office practices and procedures.

Skills in using tact, discretion, initiative and independent judgment within established guidelines; organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction; researching, compiling, and summarizing a variety of informational and statistical data and materials; communicating clearly and effectively, orally and in writing with co-workers and the public; using email, spreadsheet, word processing and financial accounting software; and preparing clear and concise reports, correspondence and other written materials.

Ability to perform highly responsible financial record keeping and clerical duties involving the use of independent judgment; analyze and evaluate accounting problems; use independent judgment regarding technical accounting problems; read, analyze and interpret professional periodicals and journals, technical procedures and government regulations; ability to adapt, accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine; exercise a critical approach to regular routines and make suggestions for improvement; utilize Microsoft Office Programs in a proficient manner; establish and maintain professional, courteous and effective working relationships with others; apply concepts such as fractions, percentages, ratios and proportions to practical situations; perform arithmetic and mathematical calculation rapidly and accurately; and prepare clear, complete and concise reports.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record, may be required for some assignments.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY I - LIGHT PHYSICAL EFFORT

DEFINITION

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

CHARACTERISTICS

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving

CLASS RANGE NO.	Level 1 –
FLSA	Exempt
ADOPTION DATE	07/01/2017
REVISION DATE	
APPROVED BY:	