
**TEMPLE CITY
CLASS SPECIFICATIONS**

ACCOUNTANT

DEFINITION:

Under general direction of the Financial Services Manager, the Accountant performs professional accounting work, recording and reporting of financial transactions for the city's automated system; prepares month end, quarterly, and year end entries and analysis; does related work as required.

EXAMPLES OF DUTIES:

Prepares journal entries, budget amendments and daily cash deposits; reconciles and balances general ledgers and subsidiary ledgers; prepares month end and monthly revenue analyses and Treasurer's Report; reviews bank statements; receives daily cash; responsible for all invoicing and disbursement of approved warrants; maintains revenue and grant files; verifies and reconciles accounts payable or receivable transactions; allocates interest to various funds; assists the department with the annual budget preparation; assists in the preparation of information for auditors; retrieves, tabulates, and audits data and prepares periodic financial, statutory, activity, and procedures.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles and methods of governmental accounting and auditing; principles and practices of financial administration including budgeting and reporting; laws regulating public finance; payroll principles; data processing systems and procedures.

Ability to: Analyze, interpret and explain department policies and procedures; prepare varied financial statements, reports and analyses; supervise, train and evaluate clerical personnel.

Education and Experience: Bachelor's Degree from an accredited college or university with a major in accounting, business, or public administration including courses in advanced accounting, auditing, and cost accounting; five years experience of a progressively responsible nature in accounting and financial work including considerable administrative and supervisory experience preferably in local government. Qualifying experience may be substituted for the education requirement on the basis of two years

experience for each year of college education required, (i.e. two years of qualifying experience for one year of college, four years of qualifying experience for two years of college, six years of qualifying experience for three years of college, or eight years of qualifying experience for four years of college).

OTHER QUALIFICATIONS:

Possession of a valid Class C motor vehicle operator's license from the State of California.

Ability to operate a computer, typewriter, calculator, telephone, copying machine and cash register.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to prepare routine narrative reports, perform mathematical calculations, count money and sort/file documents.

Ability to sit for up to two hours at a time.

Ability to see.

Ability to climb a footstool or ladder for the purposes of retrieving records from storage.

Ability to get from one location to another in the course of doing business.