



Accountant

Department/Division:	Finance and Administrative Services
Reports To:	Controller
Provides Direction To:	May provide direction to administrative support position, depending upon assignment
FLSA Exemption Status:	Non-Exempt
Date Prepared:	August 27, 2014
Last Updated:	

GENERAL PURPOSE

Under general supervision, performs professional accounting functions involving the preparation and reconciliation of payroll, purchasing, accounts payable, and General Ledger accounting records and subsidiary journals; prepares accounting schedules and worksheets related to special projects and audits; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Accountant is differentiated from the technical and clerical accounting positions given its specialized knowledge of accounting principles, reconciliation methods, internal auditing procedures, and reporting practices. The Accountant is distinguished from the Financial Analyst, which performs specialized financial and budgetary analyses, and works more extensively with departmental managers and supervisors on budgeting and financial planning matters.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Verifies, reconciles, and inputs employee payroll records and prepares direct deposits; updates personnel status information, health and welfare contribution rates; prepares and transmits various electronic files, tax forms and payroll records.
2. Audits and reconciles daily cash report and journal entries, including cash receipts and disbursements.
3. Prepares and processes journal vouchers and month-end journal reports.
4. Reviews and reconciles monthly bank statements.

ESSENTIAL FUNCTIONS (continued)

5. Analyzes invoices and purchase orders for authorized expenses and correct accounting codes.
6. Analyzes accounting statements to compare actual and planned revenues; expenditures and sources of variance.
7. Allocates internal fund charges and interest payments.
8. Accrues expenses to balance year-end expenditures.
9. Develops and improves internal control policies and procedures.
10. Creates independent contractor reports for State filing purposes.
11. Develops customized reports and spreadsheets. Provides detailed information to various departments, and requesting agencies as needed.
12. Participates in preparation of Comprehensive Annual Financial Report (CAFR) in relation to payroll.
13. Ensures compliance with Internal Revenue Service (IRS), Franchise Tax Board (FTB) and Board of Equalization requirements pertaining to vendor-related records; creates income reports for federal and State filings.
14. May provide work direction to accounting and administrative support staff to complete specific accounting projects and records.
15. Provides guidance to administrative staff from various departments regarding accounting related procedures.

QUALIFICATIONS GUIDELINES

Knowledge of:

Generally accepted accounting principles (GAAP); payroll, accounts payable, purchasing, and cash management reporting practices; Federal and State payroll tax codes and filing requirements; internal auditing methods and techniques; local government accounting practices; bank statement reconciliation procedures.

Ability to:

Organize, prepare, and balance accounting records, financial statements and accounting reports using professional accounting methods; conduct various accounting analyses; plan and prioritize tasks to meet work deadlines; communicate effectively, both orally and in writing; establish and maintain effective interactions with staff, management, auditors, contractors, vendors, and other public and private representatives; operate computer hardware and modern office equipment, use spreadsheets, databases, and specialized accounting software programs.

Education/Training/Experience:

Bachelor's degree from an accredited four-year university with a major in Accounting, Finance, or a related field is required. Two years of accounting experience in a professional or governmental agency is required. Experience involving the preparation of financial reporting statements, performing general accounting analysis and the completion of related accounting tasks is desirable.

Licenses, Certificates; Special Requirements:

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is required to sit, stand and walk. The sensory demands include the ability to speak, and hear, both in person and by telephone; use hands to finger, handle, feel or operate computer hardware and standard office equipment; reach with hands and arms. The employee occasionally lifts and carries records and documents weighing less than 25 pounds.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret accounting data; analyze and solve problems; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; interact appropriately with staff, management, contracts, vendors, auditors, and others in the course of work.

WORK ENVIRONMENT

The employee works in an office with controlled temperature settings.