



CITY OF CHINO

Accountant

Definition:

Under limited supervision, supervises and participates in activities pertaining to municipal accounting and performs related work as assigned.

Class Characteristics:

The Accountant provides professional accounting support to the City, ensuring that day-to-day accounting and fiscal activities are in conformance with accepted standards, and appropriate laws and regulations. He/she is required to perform the full range of professional accounting duties that require application, analysis, and interpretation of accounting principles and accepted practices.

Essential Functions:

- Prepare a variety of detailed accounting, statistical, and narrative financial statements or reports requiring analysis and interpretation of source data.
- Conduct and/or coordinate internal/external audits of financial records; examine, analyze, and verify documents to ensure adherence to established internal controls and accepted professional standards.
- Perform bank account reconciliations, verifying accuracy of recorded transactions; prepare related work sheets, cash balances, proofs, and other schedules; prepare daily cash flow analysis.
- Recommend and assist in the implementation of new or revised accounting systems, procedures, and records; may participate in the development of computerized programs for various accounting analysis.
- Coordinate the work of fiscal and clerical personnel in making entries, reconciliations, and performing other fiscal record keeping duties.
- Make complex or difficult adjusting entries affecting several subsystems of an accounting system; assist in closing the City's financial records at the end of the accounting period; prepare a variety of related reports.
- Administer record keeping regarding investment of surplus funds and other financial management programs.
- Coordinate control of grant revenues and expenditures, capital expenditure projects, and fixed assets with other City departments; ensure the accurate accounting of all related fund activity.
- Provide liaison to other City personnel, auditors, other agencies, and the public regarding accounting activity.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in business administration, accounting, or a related field.

Experience:

- Two or more years of experience in accounting or a related field.

Thorough knowledge of:

- Public agency accounting procedures.

Considerable knowledge of:

- Principles and practices of accounting and auditing, including governmental accounting and public agency budget processes.
- Data processing systems/applications related to accounting and budgeting procedures and practices.
- General office procedures.

Ability to:

- Operate a computer and use a variety of software programs.
- Prepare and present detailed reports.
- Prepare and maintain accurate records.
- Analyze and interpret data.
- Exercise sound independent judgment within established guidelines.
- Interpret, understand, explain, and apply related codes, laws, policies, and procedures.
- Supervise and review the work of others involved in related activity.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Work safely and efficiently.
- Deal tactfully and courteously with internal and external customers.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

SBPEA (Professional, Technical and Clerical)

Revised: 10/19/06

Replacing Accountant classification specification (undated).

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