

CITY OF HOLTVILLE
Accountant/GL Analyst Job Description

BASIC FUNCTION:

Under the direction of an assigned supervisor, organize, analyze and prepare complex financial records, reports and related documents; develop, revise and implement accounting systems and procedures; conduct special projects, studies and surveys as assigned.

REPRESENTATIVE DUTIES:

Perform a variety of complex accounting duties related to cost allocation, account analysis, materials management and other special projects as assigned.

Analyze, review and prepare a variety of complex financial statements and reports related to specific functions; draw conclusions and make appropriate recommendations.

Assure compliance with laws, codes and regulations governing regulatory and municipal accounting; maintain high standards of professional accounting in compliance with Generally Accepted Accounting Principles.

Prepare and post journal entries; balance accounts and ledgers and perform reconciliation of accounts; perform account transfers as needed.

Verify, post and reconcile City investment statements and transactions; perform complex calculations and compile a variety of statistical and financial information.

Process claims, receipts and journal adjustments; reconcile and balance accounts and ledgers; assure compliance with federal accounting requirements of the Government Accounting Standards Board.

Monitor invoices from City subcontractors to assure accuracy and compliance with City procedures, regulations and contracts; batch and reconcile invoices; balance and reconcile accounts and ledgers.

Prepare and maintain a variety of detailed and comprehensive records, files and reports; generate regular and special computerized reports related to assigned functions.

Analyze and reconcile fund charges and direct necessary fund transfers; review and approve requisitions for goods and services; certify daily issuance of vouchers.

Prepare, review and submit a variety of financial reports to local, State and federal regulatory agencies and government offices; confer with State and County auditors to answer questions and present data related to verifying expenses claimed and revenues received.

Operate a variety of office equipment including networked computers, copiers and 10-key calculator.

Confer with administrators as needed to report and discuss the status and progress of special assignments; provide technical expertise and assistance as requested.

Communicate with other departments as needed to resolve problems, provide information, explain accounting procedures and discuss data anomalies.

Perform related duties as assigned.

Approved by Council November 10, 2014

Accountant - Continued Page 2

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of governmental accounting.
Laws, rules and regulations related to municipal government accounting.
Accounting and fiscal systems, policies, procedures and practices.
Generally Accepted Accounting Principles applicable to municipal accounting.
Analysis of complex financial statements and reports.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
City organization, operations, policies and objectives.
Operation of a computer terminal and other office machines.
Technical aspects of field of specialty.
Research and analytical skills.

ABILITY TO:

Perform a wide variety of complex accounting duties related to the preparation, maintenance and review of financial records, accounts and reports for the City.
Prepare and analyze comprehensive accounting reports.
Communicate effectively both orally and in writing.
Analyze and prepare a variety of complex records, reports and other financial documents.
Prepare special reports and projects as assigned.
Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
Provide technical expertise and information regarding accounting principles, practices & policies.
Work confidentially with discretion.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Bachelor's degree preferred. Any combination equivalent to: two years college-level course work in accounting, finance or related field and two years of increasingly responsible financial accounting experience in a public agency environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Office environment; subject to time deadlines and driving a vehicle to conduct work.
Physical abilities required include dexterity of hands and fingers to operate standard office equipment and computers, bending and reaching to retrieve and maintain files, hearing and speaking to exchange information, and sitting for extended periods of time.