

## CITY OF SAN JUAN CAPISTRANO

### ACCOUNTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To perform a variety of professional accounting functions including analyzing accounts, posting to the general ledger, preparing and monitoring budget activities and reconciling bank statements; to prepare a variety of financial reports and records; and to assist with technical and clerical accounting functions.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Accounting Manager.

**ESSENTIAL FUNCTION STATEMENTS** . *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Audits and analyzes accounting transactions; posts receipts to the general ledger including accounts payable and receivable, employee payroll, fringe benefits, fixed assets and special assessment districts; audits journal entries.
2. Prepares a variety of financial reports on transactions; reconciles bank accounts; prepare cash control.
3. Assists with the annual audit; coordinates with the auditor; provides financial statements and records.
4. Prepares year-end financial reports; analyzes revenue and expenditure reports; summarizes discrepancies.
5. Assists in the development, implementation and modification of accounting systems and programs; writes computer programs; recommends modifications as appropriate.
6. Oversees the maintenance and updating of accounting systems; ensures compliance with mandates and guidelines.
7. Investigates City claims related to property damage, injuries, bad checks and delinquencies; estimate amounts; contacts claimant; may confer with legal counsel.
8. Maintains and oversees administration of the fixed asset program.
9. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of accounting and finance.
10. Participates in a variety of clerical and technical accounting functions; provide assistance at the front counter.
11. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Professional accounting principles and practices.  
Principles and procedures of financial record keeping and reporting.  
Principal practices of budget preparation and monitoring.  
Accounting hardware and software systems.  
Modern office procedures, methods and equipment including computers.  
Pertinent Federal, State and local codes, laws and regulations.

**Skill in:**

Performing a variety of professional accounting duties.  
Understanding and interpreting accounting principles and practices.  
Preparing and interpreting a variety of financial statements, reports and analyses.  
Operating a computer including a variety of accounting software programs.  
Overseeing administration of the fixed asset program.  
Working independently in the absence of supervision.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of professional accounting experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; visual acuity for reading numerical figures.