

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Junior Accountant

Pay Class: 29 Basic

FLSA Exempt

Accountant

Pay Class: 34 Basic

FLSA Exempt

Senior Accountant

Pay Class: 35 Basic

FLSA Exempt

DEFINITION

Under general direction of the Financial Services Director, performs a variety of complex, technical and general accounting duties in support of the Financial Services Department. Oversees the daily maintenance and processing of financial recordkeeping activities relating to the general ledger and completes other duties as required.

CLASSIFICATION

The assigned duties in this multi-class series range from entry to advanced, and from routine to more complex as the incumbent demonstrates the ability to perform such duties.

Junior Accountant - This is the entry-level class in the Accountant series. Under close supervision with detailed instruction and review, incumbents are expected to learn the common and most typical tasks of the position. As training proceeds and the work is done with less supervision, incumbents preparing for advancement to Accountant receive more difficult and complex tasks to perform. The progression to Accountant requires an evaluation of employee skill, performance levels, completion of certification/training, and experience in the Junior Accountant position.

Accountant - This is the advanced-level of the Accountant series. Incumbents perform the full range of assigned duties and may receive occasional instruction as new or unusual situations arise. Incumbents are expected to be fully aware of the operating guidelines and procedures within the Department and may make independent decisions within the frame-work of written and oral instructions and accepted practices, processes and procedures while completing assignments.

Senior Accountant - This is the senior and supervisory-level of the Accountant series. Incumbents perform the full range of assigned duties and may receive occasional instruction as new or unusual

situations arise. Incumbents are expected to be fully aware of the operating guidelines and procedures within the Department and may make independent decisions within the frame-work of written and oral instructions and accepted practices, processes and procedures while completing assignments. Senior Accountants provide leadership support to Accounting Technicians, Junior Accountants and Accountants while also providing direct supervision.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Oversees a full range of financial recordkeeping and reporting duties, including general ledger, accounts receivable, accounts payable, business licenses, utility billing and customer service.
- Assists with preparation and review of the annual financial audit report.
- Reviews and analyzes financial records for completeness and accuracy.
- Prepares adjusting journal entries, trial balances, fiscal and statistical reports.
- Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Plans, organizes, evaluates and reviews the work of assigned staff; provides and coordinates staff training; works with employees to correct deficiencies.
- Completes monthly bank reconciliations and post to the general ledger.
- Assists with year-end closing of accounts and budget reconciliation.
- Performs difficult and detailed calculations, recordkeeping and reconciliation in areas such as payroll and employee benefits.
- Researches, compiles and analyzes data related to a variety of special projects and grants; composes correspondence, assists in the preparation of a variety of financial documents, reports, grants and special projects; develops statistical charts; monitors various accounts; sets up files and spreadsheets.
- Coordinates financial activities with other City departments and outside agencies; responds to questions and provides information concerning payroll data and related changes to departments and individuals; researches, interprets and explains policies, procedures and regulations to City staff and the public.
- Monitors payroll accounts and ensures timely reconciliation and timely payment of all mandated payroll taxes processed by the Human Resources Department; oversees bi-weekly electronic file transfers of automatic deposits, retirement, deferred compensation, etc; maintains various payroll tables; develops and maintains systems for monitoring and tracking payroll and related information.

- Assists with preparation of the City budget; gathers costs and factors in variable circumstances in making budget calculations.
- Responds to non-routine utility and customer related inquiries and complaints; authorizes adjustments to customer utility accounts.
- Reconciles accounts payable and accounts receivable, deposits, and payroll; prepares and posts journal entries; posts fund transfers, auditor entries and adjusting journal entries; prints year end reports; closes old year and posts new year budget balances.
- Prepares and posts journal entries, posts fund transfers, auditor entries, and adjusting journal entries, prints year end reports, closes old year and posts new year budget balances.
- Supervises and participates in auditing accounting systems and procedures to ensure proper internal control and compliance with policies.
- Supervises and participates in a wide array of fiscal activities including administration of bond issues and assessment districts, and participates in City investment process.
- Participates in all aspects of the City's accounting activities as assigned.
- Understands, interprets, and applies general accounting and auditing principles, procedures and methods to develop, maintain and audit financial and statistical reports.
- Performs other related work as required.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Junior Accountant:

Education: Graduate of an accredited four-year college or university with a Bachelor's Degree in Accounting, Business Administration or related field.

Experience: If Bachelor's Degree is in Accounting, no further experience is required. If Bachelor's Degree is in Business Administration or a related field, at least two (2) years of experience in general accounting is required.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation and a physical examination including a drug test; and be bondable.

Accountant:

Education: Graduate of an accredited four-year college or university with a Bachelor's Degree in Accounting, Business Administration or related field.

Experience: Five (5) years of progressively responsible experience in financial accounting, preferably in a municipal or closely related environment, including at least one (1) year experience in a supervisory position.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation and a physical examination including a drug test; and be bondable.

Senior Accountant:

Education: Graduate of an accredited four-year college or university with a Bachelor's Degree in Accounting, Business Administration or related field.

Experience: Six (6) years of progressively responsible experience in financial accounting, preferably in a municipal or closely related environment, including at least one (1) year experience in a supervisory position.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation and a physical examination including a drug test; and be bondable.

NOTE: It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: The following are a representative sample of the KSAs necessary to perform essential tasks of the position.

Knowledge of: Budgeting and municipal and fiscal accounting practices, methods, forms, techniques and procedures; automated information systems and methods, including spreadsheets and other accounting and business software; business math and elementary statistical methods and techniques; public administration, municipal organization and department operations including applicable laws and regulations; processing and reconciling payroll, accounts receivable, accounts payable, utility billing, business licenses and other financial transactions; internal control principles and methods of application; principles of supervision, training and evaluations; modern office practices and procedures.

Skill and Ability to: Be proficient in word processing, spreadsheets, data bank and presentations; develop, recommend, install, and evaluate complex accounting systems, procedures, and internal controls; analyze and prepare complex financial statements and reports; plan, direct and evaluate the work of subordinates; analyze and interpret complex laws, regulations and codes; express ideas clearly both orally and in writing in the English language; work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; maintain strict confidentiality and unquestionable integrity; have excellent attendance and be punctual; develop effective working relationships with supervisors, fellow employees, and the public; bilingual in English and Spanish is highly desirable.


ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer monitor; sitting for extended periods of time; occasional walking to other offices and standing for brief periods; bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer, typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by:  12/8/22
Marissa Trejo, City Manager Date