

# CITY OF REDWOOD CITY ACCOUNTANT

## **DEFINITION**

To perform professional accounting work requiring a moderate level of technical skill; prepare financial reports requiring a knowledge of governmental accounting and knowledge of the City's financial information systems; may provide lead direction to paraprofessional or clerical staff with respect to routine accounting and financial operations.

This is the entry-level class in the professional accounting series. This class is distinguished from the Senior Accountant by the performance of more routine tasks and duties.

## **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by either a Senior Accountant, the Financial Services Manager, or the Finance Director.

Responsibilities may include supervising an Accounting Technician or Account Clerk depending upon the needs of the organization.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Post, balance, and reconcile general ledger and subsidiary accounts.
2. Prepare bank and third party financial institution statement reconciliations.
3. Assist in the preparation of financial statements and reports filed with other government and funding agencies.
4. Prepare journal entries.
5. Prepare fund balance, expenditure, and revenue projections.
6. Review and analyze accounting reports (revenues, expenditures, trial balances, etc.), and prepare adjusting entries.
7. Maintain and monitor fixed asset and warehouse inventory records.
8. As directed, perform studies and analysis.
9. Compose written reports and correspondence.
10. Perform work with a record of regular attendance and punctuality.

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**ACCOUNTANT (Continued)**

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**OTHER JOB RELATED DUTIES**

1. Keep abreast of current trends/developments through membership/involvement in appropriate associations.
2. Offer ideas and initiate improvements.
3. Accept responsibility and accountability for work performed.
4. Perform related duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Accounting principles, practices, methods and procedures.

Desktop computer software including electronic spreadsheets, word processing, databases, and graphic presentation software.

Financial administration practices and concepts.

**Ability to:**

Represent the City and department effectively in contacts with representatives of other agencies, City departments, and the public.

Learn and apply laws and regulations to the maintenance of accounting transactions and financial records.

Prepare and examine a variety of financial statements, reports, and analysis.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relationships with those contacted in the course of work.

Organize work, establish priorities, and meet deadlines.

Learn new computer-based accounting, office, and financial systems.

Develop, monitor, and analyze budgets, both revenue and expenditure.

Deliver quality work products.

Work and think proactively and positively.

Analyze systems for improvements in efficiencies, quality, and accuracy.

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**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Experience and Training Guidelines:**

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

**Experience:**

Five years experience in a paraprofessional accounting position that has provided the requisite knowledge to succeed in this position.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or business administration.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate valid driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment.

ADA  
DOCUMENTATION OF ESSENTIAL DUTIES

1. SWE
2. MMNE
3. OANE
4. MWE
5. OAE
6. MME
7. OANE
8. MAE
9. OAE
10. SDE

DOCUMENTATION SCALES AND CODES  
FOR ESSENTIAL DUTIES

**Time Spent:**

<b>S</b>	Significant	10% of day, week, or month
<b>M</b>	Moderate	5-9%
<b>O</b>	Occasional	Less than 5%

**Frequency:**

<b>D</b>	Daily
<b>W</b>	Weekly
<b>M</b>	Monthly
<b>A</b>	As needed

**Supervisor/Manager Review:**

<b>E</b>	Major focus of job/position
<b>NE</b>	Minor (can easily be assigned to another position)

**Effective Date:** October, 2001

**Bargaining Group:** Redwood City Management Employees' Association