CITY OF SANTA CRUZ
ACCOUNTANT I/II

Reports to	**Finance Manager or Senior Accountant**
Supervises	**Technical and Clerical Staff as Assigned**
Bargaining Unit	**Management**

BASIC FUNCTION

Under direction, performs professional level accounting duties in the City's Finance Department, including recording, reporting and analysis of financial transactions; assisting in budget preparation; monitoring budgetary control for assigned areas of responsibility; maintaining accounting system controls; monitoring investment, grant program, capital project and debt activities; performing financial and compliance audits of internal departments or external entities; preparing financial statements and managing components of the City's financial software system; may provide lead direction or supervision to assigned staff; and, performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Accountant I** is the entry-level classification in the professional Accountant series. Initially, under immediate supervision, incumbents perform the more routine accounting duties while learning City policies and procedures. As experience is gained, there is more diversity in assignments and greater independence of action within established guidelines. The Accountant I classification is distinguished from the next higher level of Accountant II in that the latter is expected to perform the more complex and technical accounting functions with greater independence and is expected to have full knowledge of accounting principles and practices as they relate to a governmental agency's financial transactions. This classification is alternately staffed with Accountant II and incumbents are expected to advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level classification.

The **Accountant II** is the journey-level classification in the professional Accountant series. An Accountant II is expected to perform the full range of professional accounting work, including complex and technical accounting functions. This classification is distinguished from the Senior Accountant classification in that the latter is expected to provide lead direction and supervision to accountants, provide oversight of the accounting functions within the area of assignment and perform the more advanced professional accounting duties.

TYPICAL DUTIES *(May include, but are not limited to those duties listed below.)*

- Prepares or assists in preparing financial statements, reports and analysis; maintains or assists in maintaining general and subsidiary ledgers and supporting schedules for a variety of accounts.
- Assists in the preparation of the City's Comprehensive Annual Financial Report (CAFR).
- Assists in the research, evaluation and implementation of new Governmental Accounting Standards Board (GASB) Statements.

- Reviews accounting documents to ensure accuracy and makes correcting entries as required; examines supporting documentation to establish proper authorization and conformance with agreements, contracts and federal, state and local laws, codes and regulations.
- Participates in the development and administration of the City's budget.
- Assists in implementation of new accounting software and participates in the development and implementation of training programs, policies and procedures related to new accounting programs; manages various components of the City's financial software system.
- Maintains City's capital asset records, including analysis, preparation and recording of all capital asset transactions, inventory reconciliations and required reporting.
- Depending on area of assignment, may supervise subordinate staff, establish work procedures and participate in the selection, training, development and evaluation of staff.
- Analyzes and forecasts revenues.
- Performs accounting functions for the Santa Cruz City/County Library system, including the preparation of annual and periodic financial statements.
- Performs grant accounting functions; assists in coordinating City-wide grant billing and audits.
- Provides technical accounting advice and assistance to operating departments; interprets accounting and financial records; clearly presents technical accounting information to City staff, regulatory agencies and the public.
- Monitors, records and reports on debt activities; ensures that all scheduled debt payments are made.
- Prepares or assists in the preparation of the annual cost allocation plan.
- Prepares or directs the reconciliation of the City's bank accounts to the general ledger.
- Implements and monitors City investment program and cash management activities.
- Plans and implements internal audits of City departments' fiscal operations and external audits of City commercial enterprises, as required under City ordinances and regulations.
- Plans and implements external audits of entities required to pay taxes or fees to the City.
- Establishes positive working relationships with other public agencies, business and community groups, consultants, legal counsel and departments.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using a computer keyboard. Additionally, the position requires near and far vision when reading and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, push and pull files, paper and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

City of Santa Cruz
Accountant I/II

Accountant I
Knowledge:

- Standard accounting principles, practices and procedures.
- Automated accounting systems.
- Methods and techniques for record keeping and report preparation.
- General office practices, methods and equipment.

Accountant II
Knowledge of the above, plus :

- The application of accounting principles and practices to governmental agency transactions, such as revenue, debt, accounts receivable, expense accounting, payroll, insurance and auditing.
- Principles and practices of budgeting, revenue forecasting and investing.
- General laws and rules regulating the fiscal operation of a governmental agency.
- The principles of supervision and training.

Accountant I and II
Abilities:

- Prepare comprehensive, clear and concise accounting and statistical reports.
- Analyze and evaluate fiscal operations and issues.
- Plan, organize and coordinate a variety of fiscal activities and programs.
- Understand, interpret and apply a variety of laws, regulations and procedures related to fiscal operations.
- Operate a computer and a variety of word processing, spreadsheet and software applications, including financial and accounting programs.
- Examine and verify financial documents, reports and transactions.
- Make complex mathematical computations accurately.
- Supervise, motivate, train and evaluate assigned staff.
- Make sound decisions within established guidelines.
- Read, interpret and record data accurately.
- Provide clear and accurate accounting advice to others.
- Communicate clearly and concisely both verbally and in writing.
- Follow written and oral directions.
- Effectively organize assigned tasks and work within deadlines.
- Establish and maintain effective working relationships with City staff, outside agencies, businesses, and the general public.
- Observe safety principles and work in a safe manner.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

Accountant I

- Bachelor's degree from an accredited college or university in accounting, finance, business economics or a related field.

Accountant II

- Bachelor's degree from an accredited college or university in accounting, finance, business economics or a related field; and
- Two years of professional level accounting experience, including one year of experience performing governmental accounting.

LICENSE

- Possession and continued maintenance of a valid California driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

DESIRABLE QUALIFICATIONS

- Municipal government accounting experience.
- Professional certification as a Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) or Certified Government Financial Manager (CGFM)

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