

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ACCOUNTANT

DEPARTMENT: FINANCE

BASIC FUNCTION:

Under general supervision, to perform journey-level accounting work maintaining and assisting with the planning, organizing and auditing of the accounting and financial transactions of the city; and to do related work as required.

KEY RESPONSIBILITIES:

(These are representative duties and the emphasis on certain duties will vary depending on the job assignment.)

Assist in the planning, development and record keeping of city accounting and financial procedures and systems.

Analyze and audit transactions for proper account classification.

Understand, interpret, and apply general accounting and auditing principles, procedures, and methods, to develop, maintain, and audit financial and statistical reports.

Participate in fiscal year-end audit activities, including preparation of financial statements.

Perform reconciliation of general ledger accounts, reports and other financial transactions.

Assist in the preparation of the annual operating budget and capital budget.

Prepare annual State Controller, street and other governmental reports, as required.

Assist in performing the conversion and ongoing maintenance of automated accounting systems.

Coordinate financially related activities with other city departments, divisions and with other outside agencies.

Audit accounting systems and procedures to ensure proper internal control and compliance with policies.

Audit other agencies or companies to determine compliance with city ordinances and contracts.

May supervise, train and evaluate subordinate sub-professional and clerical staff as assigned.

Participate on special teams or committees involving other departments and/or outside agencies.

Prepare special studies and reports as required.

Respond effectively to public inquiries and complaints.

Perform other related work as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles and practices of accounting, budgeting, administration and municipal organizations.
- Posting, ledger activity, reconciliations, double-entry bookkeeping, math and financial records.
- Principles of office management, supervision and training.
- Automated accounting systems and general office applications, including word processing and spreadsheets.

Ability to:

- Demonstrate and foster excellent customer service.
- Interpret and apply applicable laws, regulations and policies.
- Develop and implement efficient accounting procedures.
- Communicate clearly and concisely both orally and in writing.
- Analyze and reconcile financial data and transactions.
- Establish and maintain cooperative working relationships with employees, outside agencies and the public.
- Supervise, train and evaluate staff.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background would include:

Graduation from an accredited four-year college or university with a bachelor's degree in accounting or related discipline, and one year of municipal or closely related professional or sub-professional accounting experience.

PHYSICAL STANDARDS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret narrative and statistical data, information and documents; analyze and solve problems; use reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, technical vendors and others encountered in the course of work.

Incumbents may occasionally need to travel to various city locations or to off-site meetings as necessary and as the assignment demands.

DATE APPROVED: June 5, 2001