



Accountant

Position Title:	Staff Accountant
Status:	Non-exempt
Department:	Fiscal
Work Schedule:	40 hours per week; typically, Monday-Friday 8:30 am-5:00 pm
Wages & Benefits:	Starting at \$30.75/hour DOE; benefit package included

Position Summary

Under supervision, works closely with the Controller and other fiscal staff to perform a variety of duties

Examples of Duties (Illustrative Only)

- Assists with audit preparation and responds to auditor requests
- Assists the Controller with review and updating of fiscal policies and procedures as needed.
- Tracks and enters Accounts Payable, as requested by Controller
- Tracks and enters Accounts Receivable, as requested by Controller
- Government contract billing a plus
- Enters Journal Entries as requested by Controller
- Enters and monitors Annual Budget by contract, as requested by Controller
- Enters Weekly and Semi Monthly PR into software system by pay period/pay date as required
- Reconcile accounts: bank accounts, credit cards, and Balance Sheet accounts as requested
- Other duties as assigned

Qualifications

Knowledge of:

- Standard office procedures, methods and computer equipment including all Microsoft Office Software
- QuickBooks software, other fund accounting system a plus
- Pertinent laws, rules, regulations and policies
- Functions and organization of municipal government
- Principles and procedures of organization and record keeping
- Business English including spelling, punctuation, grammar, capitalization and word usage
- Cost allocation Principles
- Accounting principles and practices

Skill in:

- Understanding, interpreting, and applying complex policies, procedures, laws and regulations
- Performing responsible and complex financial activity exercising sound, independent judgment and maintaining confidentiality within established guidelines



Accountant

- Compiling information and preparing reports and recommendations
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Coordinating multiple concurrent activities

Education and Experience:

- BS in Accounting
- Experience in bookkeeping and/or accounting

Licenses and Certificates:

Possession of a valid State of California driver's license within 30 days of hire. Proof of adequate vehicle insurance. Reasonable accommodations may be provided for otherwise qualified individuals who require and request such accommodation.

Physical Demands and Working Conditions

Speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen. Reasonable accommodations may be provided for some physical demands for otherwise qualified individuals who require and request such accommodations.

Other Requirements

This description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.