



August 2023

FLSA: EXEMPT

JUNIOR ACCOUNTANT

DEFINITION

Under direct or general supervision, performs responsible professional accounting, administrative and technical support relative to the planning, organization and coordination of assigned activities in the Finance Division; provides responsible technical assistance to the Accountant I/II, Accounting Supervisor or the Finance Director; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory or management personnel. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

The principal function of an employee in this class is to perform the full range of technical administrative support duties related to accounting and financial activities, purchasing, and general bookkeeping functions. The work is performed under the supervision and direction of higher-level accounting staff as assigned, but significant leeway is granted for the exercise of independent judgment and initiative. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied. Successful performance of the work requires good knowledge of governmental accounting practices and procedures, fund accounting and fiscal management.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
- Prepares journal entries and reconciles general ledger and subsidiary accounts; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- Analyzes and reconciles expenditure and revenue accounts, including bond accounts and reconciliation of bond statements to the general ledger, and reconciliation of bank statements to the general ledger.
- Reconciles postings from payroll, accounts payable, cash receipts, and accounts receivable to the general ledger; prepares journal entries.
- Prepares a variety of financial and statistical reports including year-end reporting, budgetary, CAFR and other legal documents, and management analysis. Perform responsible and difficult account entry and record keeping work.
- Analyze data and draw logical conclusions; identify and troubleshoot problems.
- Participates in and assists in various departmental programs including financial statements, general ledger, monthly statements, payroll, and special districts accounting; conducts and prepares special studies and reports.
- Learn prescribed formulas for calculation and reconciliation of assigned functions; perform mathematical calculations with speed and accuracy.
- Interpret, apply and explain a variety of Federal, State and local regulations, policies and procedures of fiscal record keeping and accounting.

- Assists in the coordination of the annual audits and assumes a lead role as needed. Records and maintains appropriate controls for fixed assets; assists in the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting and special reports.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local ordinances, resolutions and laws affecting municipal financial operations. Basic principles and practices of supervision and training.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Analyze financial data and draw sound conclusions.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Prepare clear, complete and concise financial statements and reports.
- Perform detailed purchasing, contract coordination, record keeping and other financial systems functions;
- Train and oversee other support staff.
- Effectively act in the absence of immediate supervisor.
- Establish and maintain a variety of files and records.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs. Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines. Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from a two-year college or university with coursework in accounting or a closely related field.
- Two (2) years of responsible professional public accounting experience.

License:

- Valid California class C driver's license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required.

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends, and holidays.