Date Adopted: 7/23/91
Code: 3510

CITY OF HEMET

ACCOUNTANT

DEFINITION

Under general direction of the Accounting Manager, to perform professional accounting work. The individual will participate in the maintenance of ledgers, the preparation of financial statement worksheets, monthly financial position reports; assist in periodic audits of cash, and do related work as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Maintain journals and general ledgers of financial transactions, and prepare analytical reports on revenues and expenditures.

2. Preparation of monthly journals entries.

3. Maintenance of fixed asset ledgers, including tagging, transfers, and periodic physical inventory.

4. Assist in the preparation of the annual operating budget.

5. Assist the auditors in the annual review of the city's financial records and statements.

6. Periodic billing of CDBG projects and other miscellaneous accounts receivables as necessary.

7. Preparation of annual street report and State Controller's Report.

8. Reconciliation of monthly bank statements.

9. Preparation of daily revenue reports and ledgers.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from an accredited college or university with a bachelor's degree in accounting, finance, business, or closely related field; and two years of progressively responsible professional experience in municipal accounting work.

Knowledge, Skills, and Abilities

Principles and procedures of accounting, budgeting, auditing, computer systems and financial analysis; principles and practices of governmental and commercial accounting, and the applicability of computerized processing procedures; Public Finance administration; rules and regulations to specific accounting and financial transactions. Understand and apply laws; plan and implement new and improved computer processing procedures to increase efficiency; prepare financial statements in accordance with the GAAFR restatement and assume independent responsibility for the ledgers and journal entry system; and establish and maintain effective work relationships with supervisors, employees, and the public.

Special Requirements

Possession of, or ability to obtain, a California Driver's License by date of appointment and a satisfactory driving record.