

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE: GOVERNMENT ACCOUNTANT I**

**CLASS CODE: 47**

**REPORTS TO: FINANCE DIRECTOR**

**TYPE: FBE0**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not to reflect all duties performed within the job.*

**POSITION SUMMARY:**

Under the general direction of the Finance Director, and in accordance with accepted accounting principles and procedures, performs professional accounting work; examines, analyzes, and verifies fiscal records and reports; assists in the preparation of financial reports and audit information; designs, develops and evaluates workflow processes for the financial systems; may provide work direction to technical and clerical employees; administers the City's financial activities, systems and programs in areas such as general accounting, accounts payable, payroll, utility billing and revenue; and performs related and other work as required with a strong and progressive customer service orientation.

**ESSENTIAL FUNCTIONS:**

*Essential functions may include, but are not limited to, the following:*

Constant use of computer; constant sitting in office chair; frequently standing to meet public at counter; tactfully deal with public in oral communications and by telephone; full use of hands and fingers to use office equipment; hearing and oral skills to utilize two-way radio.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

**WORKING CONDITIONS:**

Work is conducted in a normal office setting with no known significant hazards.

**SUPERVISORY GUIDANCE RECEIVED/GIVEN:**

Supervision is received to provide general support and control, and may include more detailed instruction regarding work methods, particularly during earlier stages of employment. Completed assignments may be reviewed upon completion by more senior Finance Department personnel, the City Attorney's Office and outside auditors. Plans and schedules own work to meet monthly and year-end closings deadlines and scheduled auditor visits.

**DISTINGUISHING CHARACTERISTICS:**

Beginning level in the Government Accountant Series.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Operate and maintains the utility billing system; calculates, prints and mails water bills; posts payments; opens and closes accounts; issues late payment notices; prints reports and maintains files; responds to customers' inquiries; coordinates with meter readers and Public Work personnel regarding service installations, repairs and shut-off.
- Maintain accounts receivable; checks and balances cash received daily.

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- Gather, analyze and report on transient occupancy tax information.
- Maintain business license system; processes business license applications; prints and mails licenses; determines amount of taxes due; issues bills, deposits cash receipts.
- Maintain cash receipts for parking citations.
- Process and maintain payroll systems including processing quarterly payroll reports, W-2's and 1099's.
- Maintains computerized general ledger and reconciles detailed accounts to general ledger controlling accounts using complex electronic spreadsheets and other supporting materials of their own design.
- Process and maintain accounts payable systems.
- Process miscellaneous billings, quarterly occupancy tax forms and receipts, parking permits and fees, and tracking developer deposits.
- Recommend appropriate modifications to utility billing and receivables policies and procedures.
- Prepare year-end financial statistics in support of audit preparation.
- Assist in the preparation of the annual budget, including spreadsheet preparation, supporting documentation, and various reports.
- Reconciles bank accounts and various deposit accounts. Creates financial reports, statements, accounts and records of expenditures in a computerized environment.
- Coordinates with Information Technology staff and contractors and the financial system software provider for the ongoing maintenance of the financial system.
- Assists in the conversions and maintenance of the financial computer system.
- May assist with various customer service, administrative and accounting activities normally performed by clerical accounting personnel.
- Maintain financial reporting systems for grants including Community Development Block Grants.
- Maintain confidentiality of sensitive financial and HR related data.
- Follow City policies and guidelines.
- Perform other related tasks and duties as required.

## **MATERIALS, EQUIPMENT AND TOOLS:**

Typically uses Federal and State regulations and reference materials, including Governmental Accounting, Auditing, Financial Reporting, and GASB Bulletins; City policies, procedures, budget; principles of governmental accounting and auditing using best practices as defined by current standards. Calculator, personal computer, copier, printer, postage machine, telephone, two-way radio, safe, file boxes, financial systems server, fax machine. Computer programs, i.e., financial system, accounts payable, payroll, business license, utility billing, CalPERS retirement system reporting, Windows XP, Excel, Word, Outlook.

## **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California Driver's License.

## **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

- Correct English usage, spelling, grammar and punctuation.
- Modern office practices and procedures.
- Proficiency in Outlook, Excel, Word and other Microsoft Office Programs.
- Office and accounting machines and computerized accounting systems, including financial management information system software.
- Modern municipal accounting principles and practices and the ability to effectively apply accounting and auditing techniques and procedures in the work performed.
- Ability to prepare clear, complete, concise reports.
- Perform arithmetic and mathematical calculations rapidly and accurately.
- Communicate clearly and effectively orally and in writing.
- Exercise a critical approach to regular routines and make suggestions for improvement.

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- Perform highly responsible financial record keeping and clerical duties involving the use of independent judgment.
- Establish and maintain courteous and professional relationships with co-workers and deal tactfully and courteously with the public.
- Ability to speak fluent Spanish is desirable.

**MINIMUM EDUCATION/EXPERIENCE**

- Bachelor's Degree from an accredited college or university in Business or Public Administration, Economics, Finance, Accounting or related fields including a minimum of 15 quarter or 10 semester units of accounting course work; and
- One year of general accounting experience.

*Equivalent of an additional two years of **government accounting** experience (total of three years) may be substituted for a Bachelor's Degree.*

**DESIRED EDUCATION/EXPERIENCE**

- Additional work experience in governmental accounting and cash management, revenue, or investment experience, or capital infrastructure financial planning and management. CPA, or demonstrated progress in qualifying for CPA, or Governmental Finance Officers Association (GFOA) Certified Public Finance Officers (CPFO) certification or demonstrated progress in qualifying certification or MBA from accredited business school.

**PHYSICAL REQUIREMENTS:**

Constant sitting in office chair, use of keyboard and computer monitor; frequent writing, standing at public counter and moving from sitting to standing at counter; occasional lifting of office equipment and supplies of less than 30 pounds, climbing flights of stairs.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(City Manager Signature)

**I have read and understand the contents of the job description:**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_