

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: GOVERNMENT ACCOUNTANT II

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 technical 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:

Analyze and evaluate accounting problems; use independent judgment regarding technical accounting problems; read, analyze and interpret professional periodicals and journals, technical procedures and government regulations; establish and maintain effective working relations with others; apply concepts such as fractions, percentages, ratios and proportions to practical situations.

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; occasional lifting of office equipment and supplies of less than 30 pounds, climbing flights of stairs; hearing and oral skills to communicate with co-workers and public; exposure to dirt and dust.

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.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Distinguishing characteristics from the Government Accountant I position include more generalized supervision; ability to work independently, and perform analysis and accounting tasks of a more complex nature. May provide more direction to and/or oversee work of more junior Finance Department staff. May assist Finance Director or other senior level Finance Department employees in preparing and presenting financial reports to City Manager, City Council, auditors and regulatory/oversight bodies such as the State Controller.
- Operate and maintain the utility billing system; calculate, print and mails water bills; post payments; open and close accounts; issue late payment notices; print and reconcile reports and

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maintain files; respond to customers' inquiries; coordinate with meter readers and Public Work personnel regarding service installations, repairs and shut-off.

- Maintain accounts receivable; check and balance cash received daily.
- Receive all requisitions and prepare purchase orders for approval of Finance Director, distributing and filing same after approval.
- Gather, analyze and report on transient occupancy tax information.
- Maintain business license system; process business license applications; print and mail licenses; determine amount of taxes due; issue bills, deposit cash receipts.
- Process and maintain payroll system including processing quarterly payroll reports, W-2's and 1099's.
- Maintain computerized general ledger and reconcile 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, and developer deposits.
- Recommend appropriate modifications to utility billing, receivable and payable policies and procedures.
- Prepare year-end financial information and reconciliations in support of audit preparation.
- Assist in the preparation of the annual budget, including spreadsheet preparation, supporting documentation, and various reports.
- Reconcile bank accounts and various deposit accounts.
- Create financial reports, statements, accounts and records of expenditures in a computerized environment.
- Coordinate with Information Technology staff and contractors and the financial system software provider for the ongoing maintenance and/or conversions of the financial system.
- Assist with customer service, administrative and accounting activities normally performed by clerical accounting personnel.
- Maintain financial reporting systems for grants including Community Development Block Grants.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.
- Maintain confidentiality of sensitive financial, payroll and human resource 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 statements and interpretations; City policies, procedures, and budget; principles of governmental accounting and auditing using best practices as defined by current standards. Calculator, personal computer, copier, printer, postage machine, telephone, safe, file boxes, and fax machine. Computer programs, i.e., financial accounting system, accounts payable, payroll, business license, utility billing, fixed assets, CalPERS retirement system, Microsoft Office programs.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

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- Modern municipal accounting principles and practices and the ability to effectively apply accounting and auditing techniques and procedures in the work performed.
- Generally accepted accounting principles as applied to governmental accounting.
- Budgeting principles and terminology.
- Correct English usage, spelling, grammar and punctuation.
- Modern office practices and procedures.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Communicating clearly and effectively, orally and in writing with co-workers and the public.
- Using email, spreadsheet, word processing and financial accounting software.
- Preparing clear and concise reports, correspondence and other written materials.

Ability to:

- Perform highly responsible financial record keeping and clerical duties involving the use of independent judgment.
- Analyze and evaluate accounting problems.
- Use independent judgment regarding technical accounting problems.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Ability to adapt, accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Exercise a critical approach to regular routines and make suggestions for improvement.
- Utilize Microsoft Office Programs in a proficient manner.
- Establish and maintain professional, courteous and effective working relationships with others.
- Apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Perform arithmetic and mathematical calculation rapidly and accurately.
- Prepare clear, complete and concise reports.

REQUIRED EDUCATION/EXPERIENCE

- Bachelor's Degree from an accredited college or university in Business, Finance, Accounting or related fields including a minimum of 15 quarter or 10 semester units of accounting course work and two years' experience at the Government Accountant I level (or comparable position), OR
- Associates Degree from an accredited college in Business, Finance, Accounting or related fields, and five years of experience at the Government Accountant I level (or comparable position).
- Possession of, or ability to obtain, a valid Class C California Drivers License.

DESIRED EDUCATION/EXPERIENCE

- Additional work experience in governmental accounting and cash management, CPA, or demonstrated progress in qualifying for CPA, or Governmental Finance Officers Association

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(GFOA), Certified Public Finance Officers (CPFO) certification or demonstrated progress in qualifying certification or MBA from accredited business school.

- Ability to understand and speak Spanish.

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.*

