

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: GOVERNMENT ACCOUNTANT I (PART-TIME)

REPORTS TO: FINANCE DIRECTOR TYPE: CONF/NBARG, NON-EXEMPT

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 Assistant Finance Director, and in accordance with accepted accounting principles and procedures, perform professional accounting work; examine, analyze, and verify fiscal records and reports; assist in the preparation of financial reports and audit information; design, develop and evaluate workflow processes for the financial systems; may provide work direction to technical and clerical employees; administer the City's financial activities, systems and programs in areas such as general accounting, accounts payable, payroll, utility billing and revenue; and perform 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; 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:

- Operate and maintain the utility billing system; calculate, print and mail water bills; post payments; open and close accounts; issue late payment notices; print reports and maintain files; respond to customers' inquiries; coordinate with meter readers and Public Works personnel regarding service installations, repairs and shut-off.
- Maintain accounts receivables; check and balance cash received daily.
- 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.
- Maintain cash receipts for parking citations.
- Process and maintain payroll systems 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, parking permits and fees, and track developer deposits.

JOB TITLE: GOVERNMENT ACCOUNTANT I - PT

- 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.
- 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 of the financial system.
- Assist 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 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, 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, Excel, Word, Outlook.

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.
- 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.

REQUIRED 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; or
- 24 semester units of college coursework from an accredited college or university; and
- Five years of progressively responsible experience in accounting.
- Possession of, or ability to obtain, a valid Class C California Driver's License.

JOB TITLE: GOVERNMENT ACCOUNTANT I - PT

*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.

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:** _____