

DEFINITION:

Under general supervision, performs accounting, auditing, and financial work; prepares a variety of accounting, statistical, and narrative reports and performs related work as required and/or assigned.

DISTINGUISHING CHARACTERISTICS:

This classification is an entry level classification and is distinguished from the Accountant II classification in that the Accountant II is a journey level classification. Incumbents in this class may be advanced to the Accountant II level upon meeting the requirements of that classification, completing a minimum of one year of satisfactory performance as an Accountant I, in a full-time position or equivalent service, with the City of Redding, and upon the recommendation of the Department Director.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification:

1. Prepare and/or review financial statements and other reports.

Measures: Timely submission of reports to City Council, Authorities, Commission, Boards, Federal and State agencies. Independent audits issued without qualifying opinion. All reports are accurate and are supported by auditable work papers.

2. Perform fiscal year-end review and analysis of accounting records; determine necessary adjustments; compile appropriate audit work papers.

Measures: Accounting records are adjusted and closed on timely basis. Work papers are accurate, well organized, and easy to follow.

3. Analyze monthly accounting procedures to improve process.

Measures: Efficient year-end closing, and reduced year-end accounting adjustments by auditors.

4. Analyze policies and procedures for recordation.

Measures: High quality, concise, accurate auditable records.

5. Serve as Finance liaison for various City divisions.

Measures: Financial aspects of City divisions are handled efficiently. A good performance reputation is maintained with other City divisions.

6. Requisition grant funds and prepare certain grantor reports; monitor federal and state regulations and guidelines on grants; and coordinate annual single audit.

Measures: Good performance reputation with federal and state agencies resulting in the award of new and continuing grant funds. All reports are accurate and are supported by auditable work papers.

7. Analyze and evaluate departmental budgets. Develops Finance Division's recommendations regarding budget requests. Prepare budget review reports and assist departments in producing their sections of the Preliminary Budget.

Measures: Budget review reports are well organized and recommendations are appropriately supported. Budget sections are complete and ready for review on time.

8. Special projects.

Measures: Project results are reported accurately and timely.

9. Perform related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

Governmental accounting and auditing principles, theories, and procedures, cost accounting principles and systems, principles of business management, and data processing systems.

##### Ability to:

Interact effectively with the public and employees; learn to prepare a wide variety of financial reports and statements; analyze and evaluate accounting and auditing problems; develop pertinent accounting and auditing data in the preparation of reports and statements; operate a personal computer for various financial applications; and express oneself clearly and concisely, orally and in writing.

##### Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's degree in accounting from an accredited college, university, or equivalent.

Experience:

No prior relevant accounting experience, however a Bachelor's degree may be substituted with six years of varied full charge bookkeeping experience.

REV 9/98  
REV 3/01