



City of Laguna Niguel Job Description

ACCOUNTANT

Middle Management, Professional, and Supervisory Unit
FLSA: Exempt

DEFINITION

Perform a full range of professional accounting duties involved in fiscal management, record keeping, reporting, and financial analysis.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Finance Director and Finance Manager.

May exercise technical and functional supervision over Clerical staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Maintain and reconcile a variety of ledgers and accounts; examine all accounting transactions to ensure accuracy; correct financial records as necessary.
- ◆ Assist in monitoring various accounts; verify availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
- ◆ Perform comprehensive financial activity studies as directed; assist in the preparation of annual financial reports.
- ◆ Analyze investment portfolio performance; prepare monthly reports on investment performance.
- ◆ Assist in developing long-term investment strategies; monitor current activities for compliance with State and Federal regulations and City goals.
- ◆ Prepare a variety of management financial and statistical reports and statements.
- ◆ Recommend and implement changes in accounting and auditing systems and procedures.
- ◆ Perform related duties and special projects as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Application of generally accepted accounting principles and procedures to a variety of accounting audits, transactions, reconciliations and problems.
- ◆ General governmental accounting principles and procedures
- ◆ Principles and practices of financial auditing.
- ◆ Financial research and report preparation methods and techniques.
- ◆ Modern office methods, procedures, and computer equipment and applications.

Ability to:

- ◆ Apply Federal, State, and local laws and regulations pertaining to accounting and auditing work.
- ◆ Examine and verify a wide variety of financial documents and reports.
- ◆ Conduct sound audits, and review and verify the accuracy of financial records.
- ◆ Prepare a variety of complex financial statements, reports, and analysis.
- ◆ Apply accounting principles to the maintenance of financial and accounting transactions and the audit of financial records.
- ◆ Examine and verify routine financial documents and reports.
- ◆ Prepare a variety of routine financial statements, reports, and analysis.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain effective and cooperative working relationships.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Two years of professional accounting experience. Some governmental accounting experience is desirable.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field.

Licenses:

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

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.