

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT

ACCOUNTANT

DEFINITION

Under general supervision by the Accounting Services Manager, assists in maintaining the City's accounting system by applying generally accepted accounting principles and procedures; performs complex accounting and auditing functions; acts in the absence of the Accounting Services Manager; performs related work as required.

EXAMPLES OF DUTIES

Works closely with the Accounting Services Manager in carrying out the accounting functions of the City, including, but not limited to general ledger, accounts receivable, accounts payable, cash receipts, fixed assets, business license, bank reconciliation, cash flow analysis, and grants accounting; prepares and maintains fiscal and accounting records and prepares related reports; assists in the month-end and year-end closing of accounting books; assists the City's independent auditors in their examination of City's financial statements; helps analyze the accounting system of the City to insure effective internal control and compliance with generally accepted accounting principles; supervises the work of subordinates and/or specific functions of the Finance Department.

MINIMUM QUALIFICATIONS

Knowledge of: Generally accepted accounting principles, including government accounting and auditing; appropriate budgetary controls; principles and application of computer accounting systems; principles and practices of management and supervision; modern office procedures and practices.

Ability to: Apply generally accepted accounting principles and procedures; prepare timely and accurate financial reports; analyze accounting systems and internal control procedures, and recommend changes for improvement; communicate effectively, both verbally and in writing; prepare computer spreadsheets as needed; supervise and coordinate the work of subordinate personnel, including on-the-job training as needed; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: At least five years of increasingly responsible experience in accounting work, including three years of municipal accounting and supervisory responsibility.

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Must have a solid working knowledge of operating personal computers and preparing Excel spreadsheets.

Education: Graduation from college or university with major work in accounting, finance, business administration, or related field.

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