

City of Sebastopol Job Description

Job Title: Junior Accountant
Division: Miscellaneous
Department: Administrative Services
Location: City Hall
Shift: Daytime
Reports To: Administrative Services Director
Prepared By: Ana Kwong
Approved By: City Council
Approved Date: 6/16/2015
Revisions Dates: 8/3/2021
FLSA Status: Nonexempt

SUMMARY

Under general supervision, this position performs routine and a variety of complex and technical financial accounting and program support duties in the areas of payroll, accounts payable, accounts receivable, purchasing, project accounting, fixed assets, and general ledger, business license, and utility billing depending on assignment. May be assigned to perform all functions related to and serve as a District resource for one or more accounting related systems such as payroll, accounts payable, accounts receivable, project/asset management, revenue and cash receipts, utility billing, or business license program administration.

DISTINGUISHING CHARACTERISTICS

This is a journey-level paraprofessional accounting classification. Incumbents perform the full range of technical accounting duties requiring knowledge of basic principles and methods of one or more designated accounting fields. Incumbents are expected to use discretion and exercise independent judgement to interpret and process financial data, records, and transactions, and resolve technical accounting problems. Work may include a wide variety of processes and accounts with varying degrees of complexity and responsibility. This class is distinguished from the higher-level class of Accountant Analyst in that the latter performs professional accounting duties requiring full knowledge of professional accounting theory and practice, including public sector auditing, reporting and fiscal analysis.

SUPERVISION RECEIVED AND EXERCISED

The Junior Accountant works under general supervision from the Administrative Services Director and may receive technical and functional direction from a higher-level accountant. Junior Accountant do not exercise any operational or functional supervision over other employees.

TYPICAL DUTIES AND RESPONSIBILITIES include but are not limit to the following:

- Receive, stamp, enter, record, prepare, reconcile, code, route for approval, and process for payment, deposit, or transmittal a variety of documents, transactions, and invoices related to payroll, payables, receivables, cash receipts, and fixed assets.
- Enter, update, and verify a variety of statistical, financial, vendor, fixed asset, project, and employee data.
- Update a variety of tables, documents, inventory and asset control systems, and charts as necessary throughout the fiscal and calendar years.

- Administer, reconcile, and produce reports for assigned funds or accounts in accordance with accepted internal controls, policies, and procedures.
- Prepare, file, and submit various schedules, allocations, requests for reimbursement, and reports to internal customers and local, state, and federal agencies; access, analyze, and reconcile data from a variety of sources; prepare special reports for management; maintain encumbrance and retention schedules; prepare reconciliations for periodic auditing and year-end processing; answer questions about processes and procedures to employees, supervisors, and managers.
- Organize and maintain various files; forms and other financial documents; assist in the maintenance and security of cash and financial records.
- Participate in month-end and year-end close review and in assigned functional area, reconcile schedules, transactions, and accounts, review and balance general ledger accounts, and prepare and review appropriate correction and adjusting journal entries.
- Administer assigned City finance program, (e.g. Business License, Utility Billing, Cash Management).
- Answer municipal water and sewer billing and business license questions for the public, serve as a backup when required on City phones and at the public counter; make effective referrals when indicated to appropriate City departments and other agencies.
- Interprets City ordinances to issue licenses and permits; operates calculating, adding, billing and data processing equipment as required.
- Respond to Public Record Requests.
- Perform assigned payroll, payables, receivables, cash receipts, and fixed asset processing and administration, including auditing and verifying the accuracy of submitted documents (e.g., timesheets, purchase orders, reimbursement receipts, receipt logs), through contacting supervisors and employees for clarification where needed, input information into the system and reconcile against original corrected copies.
- Track a variety of information based on assigned systems or programs (e.g., leave usage or allocation, contract encumbrance, salary integration, asset useful life), respond to verification inquiries.
- Provide courteous, accurate, and helpful customer service to internal and external customers in assigned functional area; make effective and timely referrals to appropriate personnel for questions outside your functional area.
- Be a resource to employees for assigned finance system: payroll, payables, receivables, fee calculation; provide technical assistance and guidance to City staff and public customers.
- Maintain a variety of lists, data, and systems (e.g., parcel, customer, employee, fee, vendor) interface with employees, supervisors, vendors, customers, property owners and respond to inquiries from same; research and follow up on inaccurate data, submit reports to appropriate Department, supervisor, or agency; prepare and mail necessary courtesy change notices.
- Assist in the implementation and upgrades of accounting related software and development of related procedures.
- Provide back-up for other assignments within the Finance division as needed, (e.g., backup for the Utility Billing Program or public phones and counter.
- Assist with periodic updates and upgrades to the City's financial software.
- Understand and conform with the City's Policies and Procedures.
- Understand and conform with the City's Safety Program.
- Perform other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Any combination of education, experience and training that would provide the required knowledge and abilities required for this position will qualify. A typical pattern of qualifications may include:

Possession of an Associate's degree (A. A.) or equivalent from two-year college or technical school; and two years of related experience and/or training; or equivalent combination of education and experience. Experience and a working skill level in modern office and accounting software and equipment MS Office suite (Word, Excel, PowerPoint, Outlook).

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) and their application, particularly those pertaining to governmental accounting.
- Principles and practices of bookkeeping.
- Modern office procedures, practices, and equipment, including standard automated information hardware and software, spreadsheet, and other accounting and business software.
- Financial research and reporting methods, including compilation, computation, and presentation of statistical information.
- Principles of payroll processing, management, and reporting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles of mathematics and problem-solving processes.
- Principles and practices of record keeping and filing.
- Methods and techniques of prioritizing work assignments.
- Correct English grammar, vocabulary, spelling, and punctuation.
- Effective time management principles and practices.
- Correct English grammar, vocabulary, spelling, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Perform a wide variety of complex paraprofessional accounting work.
- Apply accounting theory and expertise to work assignments.
- Interpret and explain accounting policies and procedures.
- Identify problems or issues and develop solutions.
- Review and verify the accuracy of financial data.
- Analyze, post, balance, and reconcile financial ledgers, reports, and accounts.
- Communicate clearly and accurately, both orally and in writing.
- Create and maintain complex spreadsheets used for tracking and analysis.
- Maintain confidentiality as required.
- Make difficult computations applying varied formulas and percentage tables Prepare accurate financial reports.
- Exercise good judgment in applying general guides
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Review the work of other accounting and administrative personnel in specified work areas.
- Communicate effectively orally and in writing in English sufficient to perform the duties of the position.
- Attend state, regional, or local meetings and training opportunities as deemed necessary.
- Operate common office machines including telephone, computer, fax, and copier.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

The ability to transport oneself from one work location to another in a timely manner as required for meetings, duties, and responsibilities.

OTHER QUALIFICATIONS

Knowledge of methods, practices and terminology used in financial and statistical work, to include some knowledge of cost and budgetary accounting principles. Ability to setup and revise account or statistical record keeping procedures and records; to review, code, post, adjust and summarize fiscal transactions or statistical data; maintain and reconcile control records and prepare final reports and statements. Ability to operate typewriter, calculator, and computer based word processing, spreadsheet and financial programs.

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.

Work is performed in an office environment, and the incumbent is frequently required to sit for an extended period of time. The incumbent is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch; and talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral 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.

Work is performed in an office environment where the noise level is usually moderate.