

**City of Sebastopol
Job Description**

Job Title: Accountant Analyst (CONFIDENTIAL)
Division: Finance
Department: Administrative Services
Location: City Hall
Shift: Day
Reports To: Administrative Services Director
Prepared By: Ana Kwong
Approved By: City Council
Approved Date: 9/1/2020
FLSA Status: Non-Exempt - Confidential

GENERAL POSITION SUMMARY

Under general direction of the Administrative Services Director (ASD), this position performs a variety of complex professional financial and accounting duties, including preparing monthly financial statements, performing financial analysis, cost analysis related to labor contract negotiations, payroll, bank reconciliation, account and fund reconciliation, journal entries, cash receipts, utility billing, business license, grant administration, and other related finance and administrative duties as assigned; may be asked to oversee or administer finance programs and services. This position also provides highly responsible staff assistance to the Administrative Services Director in a variety of fiscal and administrative assignments and is privy to matters within the scope of bargaining.

DISTINGUISHING CHARACTERISTICS

This position is a confidential, journey level professional classification in which incumbents are expected to perform the full scope of professional accounting duties with minimal supervision and possess a thorough knowledge of governmental accounting procedures and the ability to exercise sound independent judgement. This classification is distinguished from the Administrative Services Director in that the latter has overall responsibility for the divisions within the Administrative Services Department, including the Finance Division. This class is distinguished from lower level Accounting positions by its responsibility to provide complex high level analysis and prepare recommendations and reports based on that analysis for use in management decisions and program administration, as well as to participate in activities and analysis directly related to matters within the scope of bargaining. This classification is subject to a probationary period of twelve (12) months.

SUPERVISION RECEIVED AND EXERCISED

This position receives general direction from the Administrative Services Director and may provide functional and technical direction to other accounting and general office administration staff.

TYPICAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform professional level financial accounting duties, including general accounting, cashiering, accounts payable, and accounts receivable functions.
- Prepare financial and statistical statements, fiscal reports, fiscal and financial forecasts and projections, and financial reviews in accordance with Generally Accepted Accounting Principles (GAAP) and General Accounting Standards Board (GASB).
- Prepare journal entries and reconcile general ledger, journal, subsidiary accounts, and bank statements.

- Review a variety of accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries.
- Assist in preparing a wide variety of financial and statistical reports, including year-end reporting and budgetary reports; assist in the preparation of the Comprehensive Annual Finance Report (CAFR).
- Assist the ASD in providing cost analyses required by management involved in labor negotiations.
- Implement changes in pay and benefits formulas after due consideration through a meet and confer and governing body approval processes.
- Perform the City's cash management and reconcile bank transactions and investments.
- Oversee, direct, and participate in grant administration, compliance, reporting, and reimbursement.
- Develop and implement accounting policies, procedures, and standards; recommend changes to accounting procedures as needed.
- Oversee, assess, report on (to the ASD and other City leadership as appropriate), and participate in the maintenance of the fiscal integrity of the computerized financial system.
- Respond to special requests for financial data and analysis, provide information to other local, state, and federal agencies as requested.
- Prepare financial analyses, cost studies, and monthly, quarterly, and annual financial reports, and other special financial projects related to City funds or in support of City departments; may oversee the work of consultants.
- Develop and recommend policy, procedures, and internal controls for customer service related to utility accounts and collection.
- Assist in the resolution of utility billing discrepancies, clarification of fee structures, or other customer service issues.
- Oversee contracted services for the City's Information Technology (IT) infrastructure; assist consultant with troubleshooting.
- Interpret existing City ordinances to provide staff with guidance to issue licenses and permits as required; work with the ASD to establish and interpret new City ordinances, as necessary.
- Oversee, direct, and as necessary, participate in the payroll and employee benefit payment activities, including paying benefit premiums and maintaining associated wage, salary, payroll tax, pension, and benefit payment records.
- Oversee and participate in the preparation of quarterly tax returns, W-2's, and various mandated reports in compliance with Federal and State requirements.
- Collaborate with the ASD to develop and implement department goals, objectives, policies, procedures, and short/long range plans.
- As assigned, coordinate the audit process with external auditors and other auditing agencies; provide or arrange for the provision of necessary schedules, reports, data, and information.
- May act as liaison with other City staff for audit purposes; assign and establish deadlines for contributions from other department staff.
- Provide technical assistance, lead direction, training, and work review to assigned staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Attend, provide reports, agenda materials, or support for City Council meetings, as necessary.
- Assist in preparing annual budget, budget reports and budget procedures.
- Conduct comprehensive studies for the City's utilities and other rate and fee structures.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of:

- Generally Accepted Accounting Principles (GAAP), General Accounting Standards Board (GASB), financial analysis, and research techniques.

- Municipal accounting and budgetary principles, practices, operations, and procedures.
- Financial analysis, financial reporting, and report preparation.
- Principles and practices of fund accounting.
- Project management principles and practices.
- Effective time management principles and practices.
- Principles of payroll processing, management, and reporting.
- Principles of cost and budgetary preparation, tracking, accounting, and analysis.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Current computer systems and application programs such as Microsoft Office Suite and Springbrook.
- Basic principles of contract and grant administration and compliance and management of vendor services.
- English grammar, vocabulary, syntax, spelling, and punctuation at a level sufficient to perform the duties of the position and communicate and write in a clear, concise, and understandable manner for staff and visitors at the public counter or on the phone.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and fire district staff.

Ability to:

- Perform a wide variety of complex professional 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.
- Prepare accurate financial reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Build and maintain effective working relationships with internal staff and external customers and contacts.
- 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.
- 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.
- Convey oneself to and from multiple geographical locations in a timely manner during workdays and times.

Language Skills:

- Ability to read, analyze, interpret, and explain in understandable terms, governmental regulations.
- Ability to write clear, logical, and concise reports, business correspondence, and procedural manuals.
- Ability to present information in a clear and understandable manner and respond to questions from internal and external customers with compassion and respect for a diverse population.

Mathematical Skills:

- Ability to calculate figures and amounts such as but not limited to discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

- Ability to use critical thinking and sound logical principals to solve practical problems.
- Ability to interpret and successfully carry out instructions in a timely manner furnished in written, oral, diagram, or schedule form.
- Ability to prioritize work, communicate changes and exceptions, consider and as appropriate accept viable suggestions and ideas, and diffuse conflict within the assigned work team or at the public counter.

EDUCATION AND 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 a Bachelor's Degree in accounting, finance, or closely related field, with three (3) years of progressively responsible financial accounting work experience. Experience in a municipal or other governmental environment is highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Position requires the ability to travel to multiple geographical locations at various times of the day and periodically in the evening. One way to accomplish this is to possess a valid California driver's license and maintain an acceptable driving record for the position.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

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.

At times, the incumbent may be required to work more than ten hours per day or forty hours per week.