



CITY OF BANNING, CALIFORNIA

Accountant II

Job Code: 1125

FLSA

Exempt

Non-Exempt

JOB DEFINITION: To perform accounting duties within the Finance Department; and to maintain fiscal controls and programs. To prepare financial reports and statements; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS: Employees at this level receive only occasional direction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED: May exercise some supervision as a lead coordinator for various projects.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs professional accounting duties within the Finance Department; prepares and maintain controls on financial transactions and accounts; prepares trial balances, journal entries, general ledger reconciliations and related financial documents.
- Performs warrant review activities; ensures proper accounting for purchase requisitions, invoices, claims, fixed assets and sales tax accruals.
- Serves as liaison with accounting and fiscal personnel from other departments by responding to questions and issues; monitors department's budgets and expenditures.
- Participates in the development of the City's annual comprehensive budget; ensures that the development of the City's annual budget adheres to established accounting procedures.
- Reconciles a variety of financial ledgers and records; participate in the compilation and preparation of financial statements, general and subsidiary ledgers and supporting schedules; researches and resolves discrepancies.
- Prepares a variety of financial statistical reports related to various City accounts, fixed assets and spending practices; conducts month and year end closing duties.
- Maintains a variety of City accounts including subsidiary accounts, investment accounts and grant accounts; prepare cash transfers and loans between funds and accounts; ensures all activities are in compliance with accounting principles and standards.
- Performs duties in monitoring the City budget; ensures proper authorization and journalized transactions; tracks expenditures and resolves discrepancies; provides assistance to City departments in budget preparation.
- Participate in the inventory of the city's fuel, water and garage divisions and operations.
- Participate in the inventory of the City's fuel, water and fleet divisions and operations.
- Oversee the submission of financial and accounting reports required by outside agencies; answer related questions as needed.
- Provide technical guidance and support to other department employees in their areas of work, including governmental accounting methods, procedures and techniques.
- May act as a lead accountant in the audit of City financial records, statements and reports.
- Monitor various grants and prepare reports as required.
- Monitor program compliance with laws, rules and regulations governing municipal accounting and public finance services.
- Maintain awareness of new development in the fields of municipal accounting and public finance; incorporate new development as appropriate into programs.
- Perform related duties and responsibilities as required.

(continued on reverse side)

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KNOWLEDGE and ABILITIES:

Knowledge of:

- Operations, services and activities of a municipal accounting program.
- Principles, practices and terminology of general, fund, project, grant, insurance and government accounting.
- Principles and procedures of financial program filing and record keeping.
- Principles and practices of financial research and report preparation.
- Principles and practices of municipal budget preparation and administrating.
- Principles and practices of fixed asset management and administration.
- Advanced mathematical principles.
- Principles and practices of public finance and financial reporting.
- Recent development, current literature and information related to municipal accounting and public finance.
- Modern office equipment including computers and supporting work processing and spreadsheet applications.
- Pertinent Federal, State and local laws, codes and ordinances.

Ability to:

- Perform professional level accounting duties.
- Coordinate municipal accounting and public finance programs.
- Analyze, post, balance and reconcile financial data ledgers and accounts.
- Maintain a variety of financial ledgers.
- Verify the accuracy of financial data and information.
- Ensure proper authorization and documentation for journal transactions.
- Review and interpret financial reports and transactions.
- Prepare a variety of financial reports.
- Maintain a detailed budget for assigned divisions and programs.
- Interpret and explain City policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

MINIMUM QUALIFICATIONS: 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. Three years of professional level accounting experience. Experience in governmental accounting is highly desirable.

ADDITIONAL REQUIREMENTS: May be required to work outside the traditional work schedule.

WORKING CONDITIONS: May require maintaining physical condition necessary for sitting; occasional walking and standing. May be required to lift and/or carry materials, equipment and/or items weighing up to 15 pounds.