



CITY OF BANNING, CALIFORNIA

Accountant

Job Code: 1140

FLSA ☐ Exempt ☒ Non-Exempt

JOB DEFINITION: Under general direction, performs a variety of accounting duties associated with providing technical, analytical, and professional support to the Accounting Manager and Finance Director.

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.*

REPRESENTATIVE DUTIES: Provides technical assistance and direction to payroll, business licenses and other accounting areas as needed; coordinates the monthly close of the City's books and records; performs a variety of functions related to investments, bank reconciliations, and cash with fiscal agent accounts; prepares a variety of journal entries; performs a variety of calculations and account reconciliations; and assists with a variety of processes including budget preparation and annual audit by preparing various account analysis and spreadsheets.

Assists with office coverage including preparing letters and correspondence, proofreading reports, replying to informational requests, answering phones Attends committee and professional groups meetings as required.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of bookkeeping and/or accounting principles.
- Knowledge of budget monitoring and reporting techniques.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in preparing financial reports.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Accounting, Business Administration or related field **AND** one (1) year of accounting, public finance or banking experience. Governmental accounting experience/knowledge highly desirable.

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