

CITY OF MILPITAS  
REVISED: July 2006  
EFFECTIVE: September 1991  
EEOC: Professional  
FLSA: Non-Exempt  
UNIT: ProTech

## **ACCOUNTANT**

### **DEFINITION**

To perform professional accounting work, recording and reporting of financial transactions, and budgetary control for assigned areas of responsibility; to review fiscal records; and to prepare financial report statements and analyses.

### **DISTINGUISHING CHARACTERISTICS**

This is the full journey level class of the professional accounting series. Positions in this class are expected to perform the full range of professional accounting duties as assigned independently. Incumbents have a thorough knowledge of governmental accounting systems and procedures, and are able to exercise independent judgment within established frameworks and procedures. The Accountant class is distinguished from the Senior Accountant in that responsibility for the overall supervision of the accounting section is not assumed at this level.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from the Accounting Services Manager or the Senior Accountant.
- Exercises no supervision.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Perform professional accounting work, including recording and reporting of financial transactions, and budgetary control, for assigned area of responsibility.

Participate in the posting, balancing and reconciliation of subsidiary accounts.

Control budget for various City departments and projects as assigned, including determining whether or not funds are available and expenditures are properly classified.

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### **EXAMPLES OF DUTIES**

Research and analyze transactions to resolve budget problems; provide analysis of available funds as requested.

Prepare work papers, financial statements and various reports for Federal, State, outside agencies and internal accounting purposes.

Audit extensions and arithmetic calculations for various and miscellaneous expenses.

Monitor and report on capital improvement projects and grants.

Reconcile bank statements and accounts as assigned.

Recommend and/or implement changes in accounting systems and procedures.

Perform comprehensive financial activity studies as directed.

Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of accounting and financial administration, including budgeting and reporting.
- Principles of governmental accounting.
- Laws and regulations governing fiscal record keeping.
- Computer systems and applications.
- Modern office practices, procedures, methods, and equipment. (10-Key, Calculator, etc)

#### **Ability to:**

- Examine and verify financial documents and reports.
- Prepare a variety of financial statements, reports and analyses.
- Develop and implement accounting system modifications.
- Establish and maintain effective work relationships with City staff and others as appropriate.
- Communicate effectively, orally and in writing.

### **EXPERIENCE AND EDUCATION**

**Experience:** One year of responsible accounting experience in a governmental or commercial agency.

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**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a closely related field.

**LICENSE OR CERTIFICATE**

- Possession and maintenance of a valid California Driver License may be required.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical abilities and work environment.*

Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas.

Approved by:

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City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date