



# Town of Moraga Accountant

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**Revised: July 2020**

## **DEFINITION:**

Under direction, the Accountant performs a full range of responsible professional level accounting activities, including maintaining, developing, verifying, and analyzing fiscal records and reports, ensuring compliance with internal controls; prepares financial statements, reviews fiscal records, and monitors financial transactions in accordance with prescribed accountings systems and generally accepted principles of accounting and auditing; provides technical support to Administrative Services Technician; and performs related duties and other work as required.

## **DISTINGUISHING CHARACTERISTICS:**

This position performs journey level professional and highly technical accounting work of a varied nature. The requirement of a conceptual grasp of complex accounting systems and subsystems distinguishes this class from the Administrative Services Technician.

## **SUPERVISION RECEIVED/EXERCISED:**

The Administrative Services Director supervises this position. Incumbents do not routinely exercise supervision over other staff.

## **ESSENTIAL FUNCTIONS:**

*Duties may include, but are not limited to the following:*

- Independently performs responsible professional accounting work in accordance with Generally Accepted Accounting Principles (GAAP) and the Government Accounting Standards Board (GASB).
- Participates in accounting functions such as preparing recurring and adjusting journal entries, fiscal year closing adjustments, and documents for auditors.
- Participates in the posting, balancing, reconciliation and analysis of all General Ledger Accounts, and other account subsystems such as accounts payable, payroll, accounts receivable, revenue, and fixed assets.
- Participates in various aspects of the department's service responsibilities which include budgeting, purchasing, payroll and accounts payable.
- Processes and monitors State and Federal grants; coordinates the Single Audit with Town's independent auditors; maintains records of grant-related financial transactions.
- Prepares monthly, quarterly and annual financial reports; reviews, reconciles, and prepares audit spreadsheets and coordinates with outside auditors.

- Coordinates with outside consultants for the preparation of reports for submission to the State Controller's Office; provides a variety of data and information and reviews draft reports for accuracy.
- Reconciles balance sheet accounts and prepares bank reconciliations.
- Prepares schedules and financial worksheets to assess financial status of various programs.
- Verifies financial documents such as warrants, requisitions, and purchase orders.
- Analyzes and reconciles expenditure and revenue accounts and coordinates various accounting records with information received from other departments and agencies.
- Performs work related to tracking, monitoring and accounting for grant activities, including preparation of invoices for receivables and analysis of grant activities for reporting purposes.
- Examines accounting and payroll transactions to ensure accuracy; corrects financial records as necessary.
- Assists with monitoring various accounts and the availability of funds; ensures the accurate coding and classification of revenues and expenditures; researches and analyzes transactions to resolve problems.
- Calculates and records distribution of quarterly interest for Town's investment activities.
- Analyzes expenses for Town's Capital Improvement Projects; calculates final expenditures and prepares fund transfers.
- Reviews Town's website for consistency with format procedures; posts information to website; creates new pages for committees and commissions.
- Prepares and submits reimbursement requests to insurance companies for damages to Town property.
- Ensures accounting procedures are in compliance with granting agency guidelines and regulations.
- Establishes positive working relationships with the public, representatives of community organizations, state/local agencies, Town management and staff.
- Performs other related duties as required that are not specifically listed in the job description but are within the general responsibility level associated with this class.

**PHYSICAL AND MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS:**

**Physical:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

**Mental:** While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with other staff, officials and the public.

**QUALIFICATIONS:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

**Education:** Bachelor's degree in accounting or a closely related field with coursework in accounting

**Experience:** Three (3) years of governmental accounting experience

**License/Certificate:** Possession of a valid Class C California driver's license and a satisfactory driving record are conditions of initial and continued employment.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Principles, methods and practices of municipal finance, budgeting and accounting.
- Complex accounting systems.
- Principles of grant administration and compliance.
- Federal accounting and reporting techniques as applied to Federal grants.
- Rules and regulations governing federal, state and local programs.
- Principles and methods of municipal government accounting, budgeting, and auditing.
- Modern office equipment and methods including use of computer applications in word processing, spreadsheets, database, and graphic presentation.
- Occupational hazards and standard safety practices.

### **Skill to:**

- Use a variety of spreadsheets, accounting programs and software applications.
- Operate calculator, computer, and related office equipment.

### **Ability to:**

- Perform complex accounting transactions and analysis.
- Prepare a variety of reports and analyses.
- Reconcile financial statements, documents and reports.
- Monitor accounting activities relative to compliance with local, state and federal requirements and professional standards.
- Examine and verify a wide variety of financial documents and reports.
- Analyze data and draw logical conclusions.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain, and apply applicable laws, codes, ordinances, and regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

***\*The employer will make reasonable accommodation in compliance with the Americans with Disabilities Act of 1990.\****