



CITY OF CAMARILLO

Accountant	Job Code: 604 FLSA: Exempt
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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling financial transactions, statements, records, and reports; performs duties in the areas of general ledger accounting, cash management and investment accounting, budgeting, bond debt service and trust accounting, and capital asset, cost accounting, and construction in process accounting; assists in the preparation of the State Controllers report as well as the City's Comprehensive Annual Financial Statement; and provides responsible staff assistance to assigned management staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Compiles, reconciles, analyzes, and prepares a variety of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; prepares work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting.
2. Performs general ledger accounting, reporting, and reconciliations; prepares monthly reconciliations of City checking accounts, investment and trust accounts, and accounts for developer security deposits; prepares general journal entries and reports based on reconciliations; tracks transactions and transfers; coordinates with other staff in preparation for the monthly, quarterly, and annual closing of the general ledger.
3. Performs various cash management, investment, and reporting duties; prepares daily cash report; prepares monthly investment report; gathers and provides information on current and future cash receipts and disbursements; makes recommendations for cash and investment management; prepares bank and investment wire and transfer forms; reconciles bank and investment accounts; coordinates with banks on issues related to the City's accounts, bank transactions, and investment activities.
4. Prepares the Investment Reports for review by the City Manager and Director, Finance; attends the city's Investment Committee to provide information; coordinates with City signatories, investment advisor, and the City's bank on security trades; facilitates the processing of signed documents authorizing trades as well as the receiving and disbursement of funds related to trades; codes investment transactions for update to the general ledger and journalizes investing activity; accounts for all pooled investments and earning on investments; processes quarterly spread of investment earnings to all City funds that participate in the investment pool; calculates fair value on all investment and records to the general ledger; processes year end transactions related to cash and investments; assists auditors as necessary.
5. Performs capital asset, depreciation, and cost accounting; performs capital asset and construction in process (CIP) accounting including monthly journal entries for capital asset and construction in process adds and retirements/deletes; processes capital asset depreciation; prepares quarterly and annual capital asset, capital expense, and CIP reconciliations; tracks costs on CIP projects and sets up completed CIP projects as capital

CITY OF CAMARILLO
Accountant (Continued)

assets when completed projects are accepted; processes all capital asset donations to the City; coordinates the annual physical inventory of a portion of the capital assets and reconciles the physical inventory to the general ledger and subsidiary ledgers; coordinates with auditors as necessary.

6. Assists in budget preparation for assigned areas including debt service payments on bonded debt and capital leases, debt service administration expenses, capital asset depreciation for all applicable funds, and interest earning for all City funds; assists staff with budget preparation, reporting, forecasting, and other budget duties.
7. Performs a variety of duties related to bond trust, special district, and agency administration; coordinates with City staff, bond trustees, bond administrators, legal advisors, and special district and agency administrators on activity related to the City's bonded debt, special districts, or agency obligations and activities; prepares reconciliations of all trust accounts with fiscal agencies; codes and facilitates payments to bondholders; processes administrative expenses related to trust accounts; prepares and/or coordinates the reporting of annual bond disclosure reports; coordinates arbitrage reporting on bond issues; gathers financial information for new bond issues; accounts for new bond issues; coordinates with fiscal agents on new bond issue trust accounts and payments of bond cost of issuance expenses; updates financial information on all bond transactions; prepares bond construction reimbursement requests; assists staff with bonded debt issues; responds to citizen calls related to property tax assessments for bonded debt; coordinates with auditors as necessary.
8. Assists in the preparation of the Comprehensive Annual Financial Report, State Controller reports, and related year-end financial statements, schedules, notes and reports; ensures selected general ledger accounts and annual reports accurately reflect City's financial position at fiscal year-end; assists staff and City auditors with the pre-audit and audit.
9. Assists the Finance Department by preparing special reports, completing special projects, and coordinating specialized transactions for the City with internal and external sources.
10. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).

Principles and practices of automated financial systems.

Principles of municipal budget preparation and control.

Revenues and expenditures of the City for cash flow projections.

Debt financing and accounting.

Public fund investing principles and practices.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Examine and verify financial documents, reports, and transactions.
- Prepare a variety of budgets, financial statements, reports, and analyses.
- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
- Analyze and draw conclusions from financial data.
- Interpret financial data and recognize accounts that need detailed investigation.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Participate in the preparation and administration of assigned budgets.
- Prepare clear and concise reports.
- Analyze complex issues, evaluate alternatives, and reach sound conclusions.
- Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or related field.

Experience:

Two years of increasingly responsible professional accounting experience. Some experience in a public agency setting is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.