

CITY OF SIMI VALLEY

STAFF ACCOUNTANT

*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

Under general direction, performs professional accounting work including the maintenance and review of financial records; prepares various reports and financial statements; and performs a variety of technical tasks relative to assigned areas of responsibility.

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. Performs professional accounting work including the maintenance and review of financial records; prepare various annual and quarterly financial and statistical reports.
2. Review and analyze revenue and expenditure reports and balance sheet accounts; prepare and/or audit necessary journal entries; ensure compliance with existing fiscal policies and procedures.
3. Oversee City-wide payroll activities and operations; collaborate with other departments, divisions and outside agencies to ensure that employees receive the correct remuneration; reconcile, report and remit payroll liabilities.
4. Coordinate and review the work plan for assigned accounting functions, services, and activities; monitor work flow; review work products, methods, and procedures; recommend, develop and implement new processes and procedures; select, train, motivate and evaluate assigned accounting personnel; meet with staff to identify and resolve problems; ensure work is performed accurately and that timelines are met; work with employees to correct deficiencies; ensure compliance with IRS, EDD, PERS, and related regulations; ensure timely filing of reports, tax returns, and related items.
5. Prepare and/or review annual depreciation, accounts payable and receivable accrual schedules; coordinate physical inventory for capital assets; review cash receipt and payment postings, including grant related financial information.
6. Prepare and/or audit bank reconciliations; review the integrity of the reconciliations such as open items and account balances; review, analyze and reconcile subsidiary ledgers; make adjustments to the general ledger as needed.
7. Assist with preparing financial statements and auditing activities with external auditors and other agencies; prepare reports as necessary.
8. Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner or refer to higher staff.
9. Provide oversight for department accounting functions including accounts payable and payroll processing.
10. Manage the maintenance, modification, operation, and implementation of assigned module(s) on the City's Enterprise Resource Planning (ERP) System; identify and resolve ongoing functional and technical issues; coordinate and test system modifications; recommend operational and procedural changes to the system as necessary.
11. Test complex system upgrades on a scheduled basis; analyze data to determine impact on assigned module(s).

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12. Provide technical support to end users; respond to end user requests for information on system use; investigate, troubleshoot and resolve end users problems; develop, coordinate, and test system modifications to address user needs; maintain system and end user documentation and procedures; coordinate and conduct training sessions as necessary.
13. Identify and implement methods that will ensure improvement and enhanced efficiency.
14. Provide staff assistance to the Deputy Director/Fiscal Services.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of professional accounting.
16. Perform 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:

Methods and techniques of auditing.
Principles and practices of accounting.
Principles and procedures of financial record keeping and reporting.
Payroll processes, methods and guidelines.
Depreciation of fixed assets.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.
Pertinent federal, state and local laws, codes and regulations.
Modern and complex principles and practices of general and fund accounting.
Methods and techniques of governmental accounting and finance practices.
An Enterprise Resource Planning (ERP) System.
ERP processing requirements and software configurations.
Principles of business letter writing.

Ability to:

Analyze and resolve technical financial issues.
Apply accounting principles and procedures to a variety of transactions.
Maintain and prepare a variety of complex financial statements, reports, and analyses.
Analyze and interpret complex financial and accounting records.
Perform information services system troubleshooting as required.
Perform a variety of professional accounting duties.
Oversee and coordinate City-wide payroll processing.
Prepare accurate and complete accounting transactions.
Research data and prepare clear and concise financial reports.
Perform cost depreciation and auditing functions.
Collect, evaluate and interpret information and data.
Oversee, plan, coordinate and evaluate assigned activities.
Operate office equipment including computers and supporting word processing, spreadsheet, database, and other specialized applications related to area of assignment.
Adapt to changing technologies and learn functionality of new equipment and systems.
Work independently in the absence of supervision.
Supervise, organize and review the work of lower level staff.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.

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Establish and maintain effective 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:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

Experience:

Two years of responsible professional accounting experience including one year of administrative and/or lead supervisory experience. Experience working with an Enterprise Resource Planning (ERP) System is highly 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: Standard office setting; exposure to computer screens

Physical: Sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: February 2003

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