

**CITY OF EMERYVILLE/
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY (MESA)**

TITLE: ACCOUNTANT
Created: February 2000
Revised: May 2023

JOB CODE: 1161
FLSA Status: Non-Exempt

DEFINITION

Under general direction, performs varied professional accounting duties; prepares analytical, narrative, statistical and accounting reports; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a flexibly staffed classification requiring incumbents to perform the full breath of professional level accounting duties. A position may be filled at either an Accountant or Senior Accountant level and assignments may include duties in one or more of the following area(s): Municipal Fund Accounting; Grants Accounting and Compliance; Redevelopment Agency Accounting and Compliance; Revenue Auditing and Tax Compliance. The Accountant is distinguished from the Senior Accountant in that the latter is responsible for the organization, assignment and review of the work of a team in one of the functional area(s) of the Finance Department.

The Accountant is distinguished from the next higher class of Senior Accountant in that the latter has program responsibility, performs the more difficult technical work and has lead and/or supervisory responsibilities.

EXAMPLES OF DUTIES

The duties listed below are illustrative only.

Performs professional accounting work, including recording and reporting of financial transactions and monitoring budgetary control for assigned area(s) of responsibility.

Assists in the development and implementation of goals, policies, and procedures related to accounting activities; reviews, recommends and implements improvements to accounting methods, budgeting and reporting procedures; ensures conformity to policies.

Assists in the preparation of the budget in assigned area(s) of responsibility.

Assists in debt issuance and review of bond documents; provides accounting for bond funds and assessment district funds.

Assists in cash management; prepares monthly investment reports for submittal to City Council by City Treasurer; allocates interest income as appropriate.

Maintains project accounts for cost recovery and capital projects.

Prepares and analyzes data, journal entries and budget transfers and financial statements; prepares various financial, expenditure and tax reports; reconciles financial records.

Prepares written reports for management review as needed in assigned area(s) of responsibility.

Prepares and provides records for audits.

Provides financial and accounting information to internal and external sources.

Plans and organizes the City's revenue collection efforts; Performs field audits of books and records of local businesses.

Keeps fiscal records for department with varied accounting functions for records transactions in subsidiary and general ledgers; and makes necessary adjusting entries.

May review accounts payable and payroll processing.

May maintain and monitor grant awards; may prepare grant reports.

QUALIFICATIONS

Education

Must have a bachelor's degree with a major in accounting or a closely related field which has included courses in accounting.

and

Experience

Two (2) years of related experience in accounting.

LICENSES AND CERTIFICATIONS

N/A

KNOWLEDGE AND ABILITIES

Knowledge of principles and practices of general and municipal government and grant accounting and auditing; principles and practices of budgeting; principles and practices of lead supervision; City finance policies and procedures; laws relating to public finance, fiscal operations and redevelopment; modern office practices, procedures, methods and equipment.

Ability to analyze, interpret and explain state and federal guidelines, City finance policies and procedures; establish and maintain fiscal records and accounts; prepare clear, concise, complete and accurate financial statements, schedules and reports; review, recommend, and implement improvements to accounting, budgeting and reporting procedures; communicate effectively both verbally and in writing; work independently and as a team member; establish and maintain

cooperative working relations with those contacted in the course of the work; organize and review the work of self and others; perform related duties as required.

PHYSICAL QUALIFICATIONS

Eye site sufficient to read data from journals, spread sheets, vouchers, and computer screens; manual dexterity to operate a personal computer; stamina to work occasional long hours; verbal communication sufficient to provide information to a variety of individuals and elected or appointed bodies.