CITY OF NEEDLES
POSITION DESCRIPTION

Position Title: Accountant I **Job Classification:** Full Time
Department: Finance **Position Wage Range:** (98) $24.77- $31.62

Position Summary

Reports directly to the Director of Finance and Administrative Services or designee and actively supports and upholds the Finance Department and City's stated missions and values. Accountant I performs a wide variety of financial administration tasks, managing projects from inception to successful completion. Operating with considerable initiative and independent judgment, the incumbent applies professional accounting skills and GAAP knowledge to make critical decisions.

EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY):

- Works with internal divisions to assist with financial questions, analysis of data, and providing division specific input.
- Analyzes the completeness and accuracy of accounting reports and transactions.
- Prepares work papers and assists external auditors on the annual financial audit.
- Prepares adjusting journals to financial records.
- Comply with financial reporting requirements as they relate to federal, state, and local grant requirements.
- Provides excellent customer service to both internal and external customers.
- Performs related duties, as assigned.
- Reviews of general ledger accounts to ensure proper reporting of financial information in accordance with established accounting practices and rules.
- Carry out day-to-day accounting activities.
- Work in a team-based environment requiring problem solving skills in the application of accounting standards.

MINIMUM QUALIFICATIONS

- High School degree or equivalent (GED).
- Two years of professional accounting experience, or any combination of education, experience, and training equivalent to one year of professional accounting experience.
- Or any combination of education, experience, and training equivalent to the above minimum requirements.
- Required to pass a pre-placement drug screen, physical and background investigation.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (ILLUSTRATIVE ONLY)

- Language Skills: Ability to read, analyze, and interpret general business information, professional journals and/or technical procedures.
- Ability to write reports, business correspondence, and procedure manuals.
- Presentation Skills: Ability to prepare information for presentation.
- Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning Ability: Apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to solve problems involving several concrete variables in a systematic way effectively and efficiently.
- Ability to adhere to accounting principles and standards.

DESIRED EXPERIENCE AND TRAINING

- Two years of accounting experience in a medium-sized company.
- One year of experience in governmental accounting and/or budgeting.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl.

- The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close and intermediate vision.
- The noise level in the work environment is usually quite too moderate.