CITY OF NEEDLES
POSITION DESCRIPTION

Position Title: Accountant II **Job Classification:** Full Time
Department: Finance **Position Wage Range:** (108) $27.37 - $34.93

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 II performs journey-level professional accounting work in preparing, maintaining, and reconciling municipal financial records and procedures, applying a thorough knowledge of governmental accounting standards. Works independently handling a broad range of complex assignments with minimal supervision.

EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY):

- Compile and prepare financial statements and assist in the preparation of the City's Annual Comprehensive Financial Report (ACFR).
- Prepare accounting journal entries or budget entries for approval as necessary.
- Review accounting documents to ensure accuracy of information and calculations and make correcting journal entries which include reconciliations.
- Maintain reporting including all state and legal filings in accordance with Bond Indenture of all City debt including special assessments.
- Analyze financial activities or operations of departments and present findings to leadership staff.
- and analyze large amounts of data from vendors or other agencies for comparison and analysis.
- Provide departments with necessary training to perform financial inquiries specific to their needs. Coordinate activities between departments to implement process improvements.
- Monitor expenses to ensure budget compliance and consult departments on any potential budget violations.
- Verify the accuracy of financial data and information. Ensure proper authorization and documentation for disbursements and other transactions. Analyze, post, balance and reconcile financial data ledgers and accounts.
- Prepare reports, graphs, charts, correspondence, and written materials which communicate complex financial data.

- Provide staff support and financial analysis; analyze cost factors; review current accounting practices and procedures and recommend modifications and revisions.
- Assist in developing and administering the annual budget, including gathering information, performing complex projections based on historical trends, current economic conditions, and rate changes.
- Assist in the development and administration of the five (5) year Capital Improvement Plan (CIP) including information gathering, data audit and reconciliation, capitalization analysis, document format and development and incorporation of the plan into the City Budget.
- Ensure financial reporting compliance with federal grant regulations including Community Development Block Grants.
- Record fixed asset acquisitions and dispositions in the accounting system.
- Develop or utilize computer applications to assist with analytical studies of departmental operations.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Associate's degree in accounting or business administration or closely related field.
- One year of professional accounting experience.
- Experience in intermediate financial reporting and analysis
- 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)

- Principles, practices, and terminology of budgeting and general governmental accounting.
- Principles and practices of financial recordkeeping and reporting.
- Applicable laws regulating public agency accounting and fiscal operations.
- Ability to solve problems and make sound independent judgments within established guidelines.
- Ability to communicate effectively, both orally and in writing.

- Ability to establish and maintain effective relationships with those contacted during work.
- Use of computer applications and software related to the work including Microsoft Office Suite of products.

DESIRED EXPERIENCE AND TRAINING

- Bachelor's degree in accounting or closely related field.
- Demonstrated experience working in a team environment.
- Demonstrated experience performing moderately complex accounting and finance work.
- One to two years of 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.