



CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

ACCOUNTANT

DEFINITION

Under minimum direction, provides professional accounting support to the City ensuring that day-to-day accounting and fiscal activities are in conformance with accepted standards, laws and regulations; performs a full range of accounting duties that require application, analysis, and interpretation of accounting principles and accepted practices; performs a variety of technical tasks in the preparation of City payroll and the maintenance of an automated payroll system.

DISTINGUISHING CHARACTERISTICS:

This classification reports directly to the Finance Director, and will provide support to both the Senior Accountant and Accounting Technician. The Accountant receives occasional instruction or assistance as new or unusual situations arise and is fully aware of the operating policies and procedures of the Finance Department.

Responsibilities include the application of professional knowledge and skills to various accounting matters and projects. Employees at this level are required to be trained in all operating procedures and policies related to assigned areas of responsibility, work independently, and exercise judgment and initiative.

ESSENTIAL DUTIES

Essential job functions may include, but are not limited to, the following: (Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.)

The duties assigned include, but are not limited to, the following:

- Participate in month-end and year-end closing process as it relates to general ledger and subsidiary accounts posting, balancing, and reconciling accounts to back-up detail and/or independent sources.
- Prepare and input month-end and year-end closing journal entries, and analyze records and prepare financial statements in accordance with generally accepted accounting principles.
- Perform bank account reconciliations, verifying accuracy of recorded transactions; prepare related work sheets, cash balances, proofs and other schedules; prepares month investment report for City Council.

- Review and process timesheets and payroll records; participate in the preparation and balancing of payroll reports.
- Process and calculate a variety of payroll actions including benefit withholding, overtime hours and workers compensation.
- Execute payroll runs; review edit documents, correct errors and balance payroll for each pay period; compile routine reports related to payroll activity.
- Reconcile payroll and tax withholding records; prepare state and federal quarterly reports and make income tax deposits to appropriate agencies; prepare and distribute Federal and State W-2 forms; reconcile and submit official Medicare program documents
- Compile and prepare appropriate data for accounts payable and cash receipt processing; ensure accuracy of billing information and receipt data.
- Prepare a variety of monthly, quarterly and annual financial reports.
- Coordinate annual inventory of fixed assets; confer with departments, make site visits.
- Assist with the annual audit; provide requested information.
- Work on a variety of special projects as assigned.
- Prepare annual State Controller's report and annual Street report.
- Provide technical assistance to various City staff in matters related to financial accounting; assist departments in the proper classification of revenues and expenditures; act as liaison to other City personnel, auditors, other agencies and the public regarding accounting activity.
- Assist in the implementation of new or revised accounting systems, procedures and records; may participate in the development of computerized programs for various accounting analysis.
- Establish, maintain and foster positive and harmonious working relationships with City staff and all those contacted in the course of work.
- Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Governmental bookkeeping and accounting principles and practices

Principles, practices, methods and procedures of modern general payroll accounting and financial record keeping

Laws, regulations and ordinances governing payroll accounting

Pertinent Federal, State and local laws, codes and ordinances regarding accounting procedures

Modern office procedures, methods and computer equipment

Financial research and report preparation methods and techniques

Ability to:

Acquire knowledge of City ordinances, policies, systems, and procedures governing financial administration.

Apply accounting principles to the reconciliation of accounts.

Prepare a variety of highly specialized financial reports and statements in accordance with predetermined requirements.

Use and operate modern office equipment and software.

Apply Federal, State and local laws and regulations pertaining to accounting, auditing and payroll activities.

Operate a motor vehicle safely.

Training and Experience:

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Education equivalent to a Bachelor's degree in accounting, business administration, or related field with at least two years of professional government accounting experience;

or any combination of education, experience and training that would likely provide the required knowledge and abilities.

Licenses:

Musts possess and maintain a valid California Driver's License and have a satisfactory driving record.

Physical Standards:

Physical & Sensory Elements: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, and documents weighing up to 25 pounds; and operate office equipment. See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. Hear in the normal audio range with or without correction.

Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may be required to travel to other locations and attend meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

Tools and Equipment:

Personal computer, including word processing, spreadsheet, electronic calendar, power point and records management software programs; telephone, fax, copier, postage machine and other modern office equipment as necessary.

SELECTION GUIDELINES

All selection guidelines for this position are subject to City Council determination, and include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)

FLSA Status: Non-Exempt

At Will Status: Employment can be terminated with or without cause or notice at any time by either City or employee.

City Council Adoption Date: June 8, 2022