

CITY OF GLENDALE

TITLE:	Accountant I	CLASS CODE:	315
REPORTS TO:	Various	GRADE:	21
DEPARTMENT:	Various	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY

Performs entry level, professional accounting staff works in the preparation and maintenance of budget and accounting records. Performs treasury function for city.

ESSENTIAL FUNCTIONS

1. Reconciles all expenditures, revenues, and inventory charges to the general ledger.
2. Prepares and submits a monthly analysis of expenditures and revenues.
3. Calculates, reports, and pays the city's tax liabilities.
4. Reconciles monthly bank statements, health insurance invoices, and retirement sub-ledger.
5. Prepares statistical reports for the Comprehensive Annual Financial Report and verifies compliance.
6. Maintains electronic spreadsheets on various accounts and produces reports as necessary.
7. Collects, analyzes, and prepares working papers for audits and provides oral or written answers to auditors' questions.

SECONDARY FUNCTIONS

8. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Generally accepted accounting principles, procedures, and applications
Governmental budgeting and organizational structure
Electronic spreadsheet programs and applications
Regulations applicable to area of assignment
Federal, county, state, and local laws, codes and regulations applicable to governmental accounting

Ability to:

Accurately prepare a variety of work papers and financial reports
Provide technical guidance to and train account clerks or other clerical staff
Establish and maintain effective working relationships with city staff and other governmental agencies
Communicate effectively verbally and in writing

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting or a related field. Proficiency using electronic spreadsheets is required.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.