



34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## ACCOUNTANT

### **DEFINITION**

Under general supervision, performs professional accounting work involving the City's various grants, budget process, and other accounting work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a professional level accounting position in the Administrative Services Department. Under general supervision, incumbents in this class perform the full range of accounting assignments in various areas of governmental, budgeting and accounting for grants.

### **EXAMPLES OF DUTIES**

Duties may include but are not limited to, the following:

- Performs professional accounting work including recording and reporting of financial and budgetary transactions for assigned areas of responsibility.
- Prepares and analyzes computer input/output data, journal entries and budget transfers, and financial reports.
- Prepares periodic reports on various grant programs.
- Prepares periodic grant claims for various grants.
- Assists auditors in conducting annual audit.
- Assists in preparation of the City budget.
- Develops and maintains record keeping to monitor state, federal, and county revenue allocations.
- Supports and assists Finance Specialists.

### **QUALIFICATIONS**

#### **Knowledge Of:**

Accounting and bookkeeping principles, practices, procedures and terminology; electronic data processing principles and applications; governmental and grants accounting and budgeting.

## ACCOUNTANT

### **Skill In: (continued)**

Performing general accounting work; reading and interpreting complex financial reports, and other legal documents; analyzing, verifying and reconciling accounting records and documents; preparing financial reports and schedules, and input data for a computer system.

### **Ability To:**

Work independently; establish and maintain financial records and procedures; communicate effectively both orally and in writing; maintain cooperative and effective working relationships.

### **EDUCATION AND EXPERIENCE**

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Completion of four years of college resulting in graduation, or its equivalent with a major in accounting or a closely related field which has included courses in Accounting and three years of progressively responsible experience, preferably with a governmental agency.