

City of South San Francisco  
Human Resources Department

**Accountant I/II**  
Class Description

**Definition**

Under general direction, performs professional accounting work requiring moderate to high level of technical skills; prepares financial reports requiring knowledge of City's financial functions, governmental accounting, and automated accounting systems; provides lead direction to paraprofessional and clerical staff about routine and complex accounting and financial operations; and performs related duties as required.

**Distinguishing Characteristics**

This series class specification defines and describes the two levels of professional work in the accountant series. The positions in the accountant class series have primary responsibility for general ledger maintenance, administration of grants, report writing, review and improvement of fiscal procedures.

Accountant I is the journey-level position in the series. At this level, incumbents learn and perform professional accounting work under close supervision and responsible in the recurring journal entries and account reconciliation, and provide technical assistance involving professional judgment.

The Accountant I class is alternately staffed with Accountant II and incumbents may advance to the higher-level class after gaining the necessary training and experience, demonstrating knowledge and skill, and consistently performing work of the higher-level class.

Accountant II is a specialist-level accountant in the class series. It is distinguished from the journey-level Accountant I classification by its specialized technical accounting skills that includes preparing difficult to complex, non- recurring journal entries and account reconciliation.

**Typical and Important Duties** (for both classifications):

1. Reviews, documents, and implements accounting procedures that comply with Generally Accepted Accounting Principals (GAAP).
2. Coordinates or actually administers grants to ensure compliance with grant requirements and relevant laws.
3. Performs or coordinates the administrations of fixed asset accounting.
4. Instructs and/or leads paraprofessional or clerical financial staff.
5. Performs related duties and responsibilities as assigned.

In addition, Accountant I:

1. Assists in the annual audit of the City.
2. Assists in the preparation of reports.
3. Assists in the maintenance of the General Ledger and accounting procedures to ensure

compliance with GAAP.

In addition, Accountant II:

1. Takes a primary role in conducting year-end close and the annual City audit.
2. Coordinates the annual audit with the City's independent auditors.
3. Participates in the preparation of the Comprehensive Annual Financial Report (CAFR) and other reports and documents.
4. Has lead responsibility for the general ledger and accounting procedures to ensure compliance with GAAP.
5. Evaluates existing accounting procedures and makes recommendations for improvements and compliance with GAAP.
6. Takes a lead role in coordinating projects, which may involve other staff.

### **Job-related Qualifications**

Knowledge of:

- Generally Accepted Accounting Principals (GAAP) and governmental accounting and has demonstrated working knowledge of both.
- Government Accounting Standards Board (GASB) pronouncements.
- Advanced principles, practices, procedures, and concepts of general accounting in a public agency setting.
- Laws, regulations, municipal codes, ordinances, and resolutions.
- Automated financial systems and their application and modern office machines.
- Computer applications related to the work, including word processing, database, presentation, graphics, and spreadsheet applications.
- Report and business letter writing including the standard format for reports and correspondence.
- Research techniques and practices.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.

Ability to:

- Prepare journal entries.
- Apply knowledge of GAAP and governmental accounting to a variety of transactions.
- Perform established accounting procedures; analyze procedures for determine efficiency and effectiveness and make recommendations for improvements.
- Direct the work of others on a project or day-to-day basis; train others in work procedures.
- Compose correspondence and reports independently or from brief instructions.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Learn the basic functions and activities of a City government, including the role of an elected City Council and appointed boards and commissions.
- Learn and utilize specific City computer applications, including presentation and graphic computer applications.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Organize own work, set priorities, and meet critical deadlines; use initiative and

independent judgment within established procedural guidelines; plan and organize responsibilities so that reports are produced in a timely and accurate manner; exercise independent judgment; and make sound decisions.

- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Work collaboratively with others to solve problems.
- May take a lead role in inter or cross departmental work efforts.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Communicating verbally and in writing.
- Performing financial reconciliations.
- Following and applying the principles of GAAP.
- Proficiency with spreadsheet programs.
- Entering and retrieving data from a computer with sufficient speed and accuracy sufficient to perform assigned work.

### **Experience and Training**

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

Experience:

Accountant I: One year of professional accounting experience, preferably in a public agency using governmental accounting

Accountant II: Three years of progressively more responsible professional journey-level accounting experience, preferably in a public agency using governmental accounting.

Training (all levels):

A bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field, with at least 18 semester units of accounting. A Certified Public Accountant is preferred and this certification may be substituted for one year of the experience requirement.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

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**Special Requirements**

Essential duties require the following physical skills and work environment:

**Physical Skills:**

Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

**Work Environment:**

Mobility to work in a typical office and/or field setting.

**Ability to:**

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours or off-shift work for meeting attendance or participation in specific projects or programs.

**Additional Information**

- Approved: September 2016
- Revised Date: June 2003
- Former Titles: Accountant I, Accountant II
- Abolished:
- Bargaining Unit: Mid-management
- DOT: No
- Status: Classified/Exempt
- Job Code: Accountant I M100, Accountant II M620