

**ACCOUNTANT  
SENIOR ACCOUNTANT  
ACCOUNTING MANAGER**

**PURPOSE**

Performs professional level accounting functions such as recording and reporting financial transactions, review of financial records; provides fiscal control for assigned areas of operation, preparation of financial report statements and analyzes.

**WORKING CONDITIONS**

Work is normally conducted in an office environment, Monday through Friday, 8:00 a.m. to 5:00 p.m. Incumbent may be required to run job related errands, attend after hour meetings and to work some overtime to meet work deadlines.

**PHYSICAL DEMANDS**

Job may require some lifting, carrying, reaching, stooping, pulling, pushing, prolonged sitting, manual dexterity, clear speech and visual and hearing acuity.

**DISTINGUISHING CHARACTERISTICS**

**Accountant** - This classification is the entry level, mid-management position in the accounting series. Professional level work is performed and incumbents are expected to perform the full range of accounting duties with minimal supervision. Successful performance in this position requires a thorough knowledge of governmental accounting procedures and the ability to exercise sound judgment within established guidelines.

**Senior Accountant** - This classification is the journey level, mid-management position in the accounting series. It is assigned a variety of broad, complex and sensitive professional level duties. It is distinguished from Accountant by the years of experience and by participation in management and administrative activities of the Finance Department. Incumbents are expected to work with minimal supervision. Work may involve supervising, training, assigning and evaluating other technical and clerical positions.

**Accounting Manager** - This classification is the advanced journey level, mid-management position in the accounting series. It is assigned a variety of broad, complex and sensitive professional level duties. It is distinguished from Accountant and Senior Accountant by the years of experience, complexity of work, and by participation in management and administrative activities of the Finance Department. Incumbents are expected to work with minimal supervision. Work involves supervising, training, assigning and evaluating other professional, technical and clerical positions.

**ESSENTIAL JOB FUNCTIONS**

**Accountant**

With minimal supervision will perform tasks including but not limited to the following:

1. Post, balance and reconcile general ledger and subsidiary accounts.
2. Review transactions of various City Departments determining if funds are available and expenditures properly classified; provide analysis of available funds upon request.
3. Research and analyze department transactions to resolve problems.
4. Prepare work papers, financial statements and various reports for Federal, State and other outside agencies for internal reporting.
5. Assist in the preparation of audited financial statements and annual budget.
6. Monitor a variety of accounting activities for various fund types.
7. Operate a computer, calculator and other common business machines used in the accounting office environment.
8. Communicate with City vendors and other agencies with whom the finance function is shared (e.g., PERS, Health Benefit companies, etc.)
9. Perform related duties as assigned.
10. Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

**Senior Accountant**

With minimal supervision will perform tasks including but not limited to the following:

1. Post, balance and reconcile general ledger and subsidiary accounts.
2. Review transactions of various City Departments determining if funds are available and expenditures properly classified; provide analysis of available funds upon request.

**Page 3**

3. Research and analyze department transactions to resolve problems.
4. Prepare work papers, financial statements and various reports for Federal, State and other outside agencies for internal reporting.
5. Assist in the preparation of audited financial statements and annual budget.
6. Monitor a variety of accounting activities for various fund types.
7. Operate a computer, calculator and other common business machines used in the accounting office environment.
8. Communicate with City vendors and outside billing departments.
9. Perform related duties as assigned.
10. Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

**Accounting Manager**

With minimal supervision will perform tasks including but not limited to the following:

1. Post, balance and reconcile general ledger and subsidiary accounts.
2. Review transactions of various City Departments determining if funds are available and expenditures properly classified; provide analysis of available funds upon request.
3. Research and analyze department transactions to resolve problems.
4. Prepare work papers, financial statements and various reports for Federal, State and other outside agencies for internal and compliance reporting.
5. Prepare, in conjunction with the Finance Director, the audited financial statements and the annual budget.
6. Monitor a variety of accounting activities for various fund types. Ensure compliance in accounting procedures with special program guidelines.
7. Operate a computer, calculator and other common business machines used in the accounting office environment.

8. Communicate with the public, consultants, other public agencies, etc.
9. Work with outside contractors for financial services.
10. Troubleshoot and expedite issues for subordinate staff.
11. Troubleshoot and expedite issues for subordinate staff.
12. Represent Finance Department and City of Dixon at statewide organizational and financial software meetings.
13. Represent Finance Department and City of Dixon at statewide organizational and financial software meetings.

**NON-ESSENTIAL JOB FUNCTIONS** - May include but are not limited to:

1. Driving to take care of financial matters outside of the office.
2. Provision of technical lead direction and training of accounting office personnel.

**DESIRABLE QUALIFICATIONS**

**Knowledge and Abilities - Accountant**

Knowledge of accounting theory, principles and procedures and their application to a variety of funds, accounts and issues; excellent computer skills including accounting and spreadsheet software familiarity, good organizations skills; knowledge of payroll practices and procedures; knowledge of basic auditing and reconciliation practices; knowledge of relevant federal, state and local laws, codes and regulations. Ability to analyze and interpret fiscal accounting records and prepare accurate and complete financial reports, to develop and implement accounting system modifications, to prepare a variety of complex financial statements, to communicate clearly and concisely, both orally and in writing and to establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Bachelor's degree in Accounting, Business Administration, Public Finance or a related field; plus

**Experience:** Two (2) years of increasingly responsible accounting experience, preferably in a government setting.

**Knowledge and Abilities – Sr. Accountant**

Knowledge of accounting theory, principles and procedures and their application to a variety of funds and accounts including the general fund, governmental accounting, and expenditure control budgeting; excellent computer skills including accounting and spreadsheet software familiarity, good organizations skills; knowledge of payroll practices and procedures; knowledge of basic auditing and reconciliation practices; knowledge of relevant federal, state and local laws, codes and regulations; knowledge of principles of supervision, training, and performance evaluation. Ability to coordinate the work of professional, technical and clerical personnel; to analyze and interpret fiscal accounting records and prepare accurate and complete financial reports, to develop and implement accounting system modifications, to prepare a variety of complex financial statements, to communicate clearly and concisely, both orally and in writing and to establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Bachelor's degree in Accounting, Business Administration, Public Finance or a related field; plus

**Experience:** Three (3) years of increasingly responsible accounting experience, preferably in a government setting.

**Knowledge and Abilities – Accounting Manager**

Knowledge of accounting theory, principles and procedures and their application to a variety of funds and accounts including the general fund, governmental accounting; excellent computer skills including accounting and spreadsheet software familiarity, good organizations skills; knowledge of payroll practices and procedures; knowledge of basic auditing and reconciliation practices; knowledge of relevant federal, state and local laws, codes and regulations; knowledge of principles of supervision, training, and performance evaluation; knowledge of computer network and administration; knowledge of common office software. Ability to coordinate the work of professional, technical and clerical personnel; to analyze and interpret fiscal accounting

records and prepare accurate and complete financial reports, to develop and implement accounting system modifications, to prepare a variety of complex financial statements, to communicate clearly and concisely, both orally and in writing and to establish and maintain effective working relationships with those contacted in the course of work; ability to analyze issues and to strategically plan both short term and long range solutions.

**Education and Experience**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Bachelor's degree in Accounting, Business Administration, Public Finance or a related field; plus

**Experience:** Four (4) years of increasingly responsible accounting experience, preferably in a government setting, including two (2) years of supervisory experience; or an equivalent combination of education and experience.

**OTHER REQUIREMENTS**

These positions require possession of a valid California Driver's License and a satisfactory driving record as a condition of initial and continued employment.