



City of Casa Grande

Accountant

GENERAL PURPOSE: Under general supervision, performs a full range of professional accounting, technical review and financial reporting duties.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Maintains and reconciles a variety of ledgers and accounts; examines accounting transactions to ensure accuracy; corrects financial records as necessary.
- Creates and maintains accounting systems as required to comply with various governmental agency guidelines, policies and procedures; prepares reports required by Federal agencies and auditors.
- Prepares and maintains a variety of accounting systems including general ledger, accounts payable, payroll, fixed assets and other accounting systems.
- Prepares and reviews computer input data for monthly financial reports; assists in the preparation of the annual financial statements.
- Prepares and maintains special assessment system records.
- Prepares and maintains schedule of bonds and interest payable.
- Maintains Internal Service fund activity.
- Sets up, maintains and reconciles a variety of ledgers and accounts for grant programs.
- Responds to requests for information; provides assistance and technical information to City staff and others within scope of authority.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
Accountant.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in finance or accounting, and one year experience in governmental budgeting and finance; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial management.
- Knowledge of City organization, operations, policies and procedures.
- Knowledge of the principles and practices of municipal finance and records management.
- Knowledge of business and personal computers, and spreadsheet software applications.

- Skill in reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Skill in correcting and updating financial records and database systems.
- Skill in analyzing and interpreting financial documents and calculations, and preparing complex financial reports.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in effective oral and written communication.

Special Requirements: None.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.