

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Junior Accountant

Class Code Number: 3050

Position Designation: Professional/Mid-Management

Division: Finance

General Purpose of Position

This position provides professional level accounting services to the Finance Division. This position reports to the Finance Manager.

RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

- I. Customer Service:**
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Professionalism:**
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- III. Production:**
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- IV. Critical Thinking:**
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- V. Teamwork:**
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

FORMAT

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Result Statements: (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards can be associated with each Result Statement and define the expectations for employee performance.

A. General ledger accounting, financial reporting and records management is provided to track City funds and allow management to make fiscally sound decisions.

- The general ledger is balanced and reconciled in accordance with generally accepted principles of accounting.
- Postings are made to the general ledger.
- Transactions are classified and the impact on assets, liabilities, and reserves is analyzed.
- Analysis of fiscal transactions is completed in cooperation with independent auditors to ensure compliance with generally accepted accounting principles.
- Monthly Treasurer report are prepared in accordance with City procedures.
- Assistance is provided in preparing the annual CAFR and Budget document through providing relevant stastical data.

B. Procurement and disbursement services are provided according to appropriate procedures to ensure the proper allocation of City funds.

- Cash receipt documentation and registers are reviewed to ensure proper posting of City revenues
- Disbursement (check request) documentation is reviewed to ensure proper classification of City expenses.
- Monthly bank reconciliations/statements are reviewed to ensure accuracy.
- Payroll records are reviewed to ensure proper classification and compliance with State and Federal regulations.
- The cash flow analysis of all City funds is prepared, monitored, and updated to ensure accurate reporting.
- Investment reports (LAIF, Union Bank, etc.) are analyzed and reviewed on a monthly basis.
- Interest earnings are monitored and posted quarterly to the appropriate funds.
- Support is provided for payroll processing as directed by the Finance Manager.

C. Financial planning services are provided through budget development and accountability is ensured through the coordination of an independent auditing agency.

- Assistance is provided in preparing the City's annual operating budget as directed by the Finance Manager.
- The City's annual revenue projections are developed, analyzed, and reviewed.

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- Assistance is provided in the preparation of Annual Single Audit Report as directed by the Finance Manager.
- Year-end accounting/auditing work papers and journal entries are prepared and analyzed.
- Year-end rollover of the financial accounting system is accomplished in a timely and orderly manner.
- D. Management Information Systems are maintained, upgraded and secured in a cost effective fashion which maximizes utility and minimizes disruption.**
- The operations of the computer accounting system are facilitated through non-complex system administrator duties.
- Support is provided as directed by the Finance Manager.
- E. Financial procedures and staff training are continually updated in order to maximize the effectiveness of the Division.**
- Appropriate training is sought out and attended with management approval.
- Additional duties are sought out and performed with management approval to facilitate cross-training and professional growth.

Qualifications

Education: A Bachelor=s degree in Accounting, Finance, or related field is required. A Master=s degree in a related field is preferred.

Experience: Four years experience as an accountant for a public sector organization is required.

Knowledge, Skills, Abilities, and Personal Characteristics

This position requires a complete knowledge of generally accepted accounting principles and a demonstrated knowledge of public sector accounting.

The individual should be able to exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, be proactive, flexible, and cooperative. The individual should also be accurate, timely, and discreet.

Physical Requirements

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone, and other standard office machines.

Tools

This position requires the use of a PC, word processing, and spreadsheet software, and standard office equipment.

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Work Environment

Work will be performed in an office at City Hall exposed to moderate levels of noise. The majority of work associated with this position will be performed sitting down, word processing or answering the phone. This position involves a substantial amount of contact with both employees and citizens both face to face and over the telephone.