

## **Accountant I**

### **POSITION SUMMARY:**

**Provide entry-level professional accounting support, including posting data to various ledgers, registers, journals and logs; analyze and review financial transactions in preparation of the Annual Financial Report; perform financial analysis for various programs within the city and perform a variety of accounting functions relative to assigned areas of responsibility.**

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

### **SUPERVISION RECEIVED AND EXERCISED:**

Receive direction from higher-level supervisory or management staff.

May exercise technical and functional lead over clerical staff.

### **ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:**

**ESSENTIAL FUNCTIONS:** (Essential functions may include, but are not limited to the functions listed below)

1. Perform entry-level accounting activities in compliance with applicable standards and specifications; post data to general ledgers, registers, journals and logs; prepare journal vouchers.
2. Participate in the preparation of the Annual Financial Report; prepare and combine financial statements and schedules for assigned funds.
3. Maintain a variety of accounts and general ledgers; prepare monthly fiscal reports and special reports relating to the progress of assigned funds.
4. Prepare financial reports for various departments; prepare statistical financial reports; enter updated information into the database and maintain accurate financial records; prepare financial reports from data files.
5. Maintain, reconcile and audit a variety of ledgers, reports, and account records; examine and correct accounting transactions to ensure accuracy; tabulate financial and statistical data.
6. Respond to and resolve questions raised by outside independent auditors during the financial records audit.
7. Provide technical assistance and training to staff in matters related to financial accounting and budgeting.
8. Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
9. Serve as liaison for various departments; attend and participate in a variety of group meetings and seminars.
10. Receive, sort and prepare checks for verification; distribute to appropriate department for approval; void checks with confirmed errors.
11. Perform all duties related to reimbursement for employee travel; verify and sign for airline tickets; release itinerary to travel liaison.
12. May participate in monitoring payroll functions for assigned department; recommend and implement modifications to systems and procedures as needed.

### **SUPPLEMENTAL FUNCTIONS:**

1. Recommend changes in policies and procedures for more uniform recording of information.
2. Maintain office inventory and order supplies as needed.
3. Perform related duties and responsibilities as required.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

***Related education and experience may be interchangeable on a year for year basis. Exception: The six (6) required credit hours in accounting are not interchangeable.***

Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance or a related field, to include six (6) credit hours in accounting, plus two (2) years of accounting experience.

### **ADDITIONAL REQUIREMENTS:**

Dependent on position may require a New Mexico Driver's license and a City Operator's Permit (COP).

**PREFERRED KNOWLEDGE:**

- Basic principles and practices of fiscal record-keeping and reporting
- Basic principles and techniques of accounting
- Advanced principles of business mathematics
- Basic governmental accounting principles
- Modern office methods, procedures and computer equipment
- Basic methods and techniques of research and analysis
- Principles and procedures of financial record-keeping and reporting
- Methods and techniques of cash handling

**PREFERRED SKILLS AND ABILITY:**

- Maintain a variety of financial records and files
- Accurately tabulate, record, and balance assigned transactions
- Operate a variety of computerized equipment including various software and mainframe programs
- Learn the operations, activities and services of a fixed-asset program
- Prepare clear and concise financial reports
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work

**WORKING CONDITIONS:****Environmental:**

Office environment; exposure to computer screens.

**Physical:**

Essential and supplemental functions may require maintaining physical condition necessary for sitting for prolonged periods of time.