

Job Code

Approved/Adopted Date

8250

8260

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

11/03/05

Revised

TITLE: **ACCOUNTANT I**
ACCOUNTANT II

DEFINITION

Under general supervision, to perform professional accounting work in the maintenance and review of fiscal records and the preparation of financial reports; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Accountant I: Accountant I is the beginning level class for professional accounting work. Incumbents work under close supervision while being trained and gradually work more independently as knowledge and skills increase.

Accountant II: Accountant II is the journey level and is expected to perform the more difficult professional accounting work requiring a knowledge of governmental accounting systems and procedures and the ability to exercise independent judgment within established systems and procedures.

REPORTS TO: Senior Accountant, Principal Accountant or higher level management.

SUPERVISION RECEIVED AND EXERCISED

Accountant I's receive close supervision from the Senior Accountant, Principal Accountant or higher level management. Accountant II's received general supervision from Senior Accountant, Principal Accountant or higher level management. Accountant II's may lead technical or administrative support staff, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Maintain general ledger and subsidiary accounts.
- Develop general ledger trial balances; maintain budgetary controls.
- Prepare a variety of financial reports and statements to illustrate financial disbursements and balances.
- Maintain accounting controls of fixed assets.
- Audit cash receipts; check codes and cashier validation numbers.
- Audit receipts of outside organizations, such as motel and hotels for tax verification.
- Audit petty cash and expense statements.
- Coordinate accounting activities with other City departments, divisions and sections.
- Assist in the supervision and training of administrative support staff.

QUALIFICATIONS

Accountant I

Knowledge of:

- Accounting principle and practices.
- Modern office practices and standard office and accounting equipment.

Ability to:

- Examine and verify financial documents and reports.
- Perform some original work in the development of accounting procedures and forms.
- Work independently from general instructions.
- Communicate clearly and concisely, orally and in writing.
- Assist in supervision and training of administrative support staff.

Education and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying.

Education: Equivalent to a Bachelor's Degree from an accredited college or university in Accounting or a closely related field.

Experience: None required.

MEDICAL CATEGORY: Group 1

Accountant II

In addition to the qualifications for Accountant I:

Knowledge of:

- Governmental accounting and its application to municipal government.
- Municipal accounting system requirements and procedures.
- Principles of supervision.

Ability to:

- Independently develop accounting procedures and forms.
- Supervise and train subordinate employees.

Education and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying.

Education: Equivalent to a Bachelor's Degree from an accredited college or university in Accounting or a closely related field.

Experience: At least one year of professional accounting experience comparable to that of an Accountant I in the City of Riverside.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid, appropriate Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Accountant I

TO: Accountant II

TO: Senior Accountant