



CITY OF LEMON GROVE

Class Title: **Accounting Analyst**
Department: **Finance**

GENERAL PURPOSE

Under general supervision of the Finance Director, perform responsible accounting and auditing work, bank reconciliations, balance sheet reconciliations, budget analysis and maintains a complete set of financial records. Oversee accounts payable process.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Finance Director and will oversee and provide direction to support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide responsible staff assistance to the Finance Director;
- Oversee accounts payable process;
- Perform responsible activities of the Finance Department including general accounting, purchasing, fixed assets, budget analysis, and employee benefits reconciliations;
- Provide back up support to payroll on an “as needed” basis;
- Respond to inquiries and resolve issues regarding general ledger, accounts payable, cash receipting, and other accounting functions;
- Prepare a variety of financial reports and journal entries;
- Process warrants; prepare annual 1099 statements; and prepare miscellaneous County, State and Federal reports;
- Audit and reconcile payroll liability and expenditure accounts;
- Prepare reports related to the City’s payroll, including quarterly State and Federal Tax reports; annual State and Federal tax reports and W-2 statements;
- Monitor daily cash flow; identify and recommend required cash transfers to maintain proper cash balances;
- Review and reconcile bank statements; reconcile asset and liability accounts;
- May perform general clerical duties as needed including data input, typing, filing and record keeping; and
- Perform related work as required.

EDUCATION AND EXPERIENCE

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

- A bachelor’s degree from an accredited college or university with major course work in accounting, business administration, public administration or related field; and
- Five years of increasingly responsible accounting experience, preferably in a governmental or municipal setting.

LICENSES OR CERTIFICATION

Possession of a valid Class C California driver's license

KNOWLEDGE OF:

- Operational characteristics, services, and activities of a municipal accounting program;
- Principles and practices of cash handling;
- Principles and practices of accounting, budgeting, and auditing;
- Principles and procedures of financial record keeping and reporting;
- Principles and practices of automated data processing systems as applied to accounting applications;
- Modern office procedures, methods and equipment, including computer equipment;
- Microsoft Office programs, including Word, Excel, and Outlook; and
- Principles of business letter writing and report preparation.

ABILITY TO:

- Prepare clear and concise administrative and financial reports;
- Perform detailed and accurate work;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with staff and the public;
- Utilize personal computer, 10-key calculator, and other miscellaneous office machines;
- Exercise good judgment and prioritize daily functions; and
- Maintain confidentiality regarding a variety of employee and personnel issues.

TOOLS AND EQUIPMENT USED

Basic office equipment, including office telephone, personal computer, printer, 10-key calculator, facsimile, copier, and postage machine.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on contracts and other documents. Operate a multitude of office equipment.

WORK ENVIRONMENT

- Generally quiet office environment that can be fast paced; and
- Minor travel where use of personal vehicle may be required.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

Approved, City Council: June 4, 2013