

<a href="#">Salary Schedule</a>	<a href="#">MOU</a>	<a href="#">Benefits</a>
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City of Alameda  
Code No. 1677  
Approved by C.S.B.  
February 7, 1996

**ACCOUNTANT I**

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**DEFINITION**

Under direction performs professional accounting and auditing work in connection with the preparation, maintenance and review of payroll, project and financial records and performs other related work as required.

**DISTINGUISHING FEATURES**

This is the entry class in the professional accounting series.

**EXAMPLES OF DUTIES**

1. Gathers, prepares and maintains fiscal and accounting records and prepares related reports.
2. Prepares a variety of accounting data for and from general ledger accounts and subsidiary reports.
3. Prepares and maintains expenditures and budgetary control accounts.
4. Prepares statements of financial condition, statistical reports, and balance sheets; prepares trial balances and reconciles work sheets.
5. Posts and audits project orders and requisitions; prepares billings; audits inventory records; classifies and verifies charges reported on invoices, purchase orders and other documents.
6. Audits various records and prepares adjustments as needed; reconciles and adjusts bank accounts.
7. Analyzes and reconciles expenditure and revenue accounts.
8. Assists in the preparation, analysis, and review of reimbursements, expenditures, fund condition, or other proprietary and budgetary accounts.
9. Assists in budget preparation and administration.
10. Assists in installation, modification and operation of various accounting systems.
11. May act as accounting liaison with granting agencies and external auditors.
12. May perform various payroll, accounts receivable, and accounts payable activities.
13. May be responsible for accounting, financial analysis, monitoring and complying with appropriate financial requirements of major activities or capital projects which may involve state, federal or other fund sources.
14. May provide lead direction and training for clerical staff.

**EMPLOYMENT STANDARDS**

Education/Experience

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

Education: Graduation from an accredited four year college or university with major course work in accounting or business administration.

(OVER)

**EMPLOYMENT STANDARDS** (Continuation)

Knowledge

Knowledge of basic accounting, auditing and budgeting principles, practices and theories, including general and fund accounting; computerized financial management systems; appropriate laws, rules and regulations.

Ability

Ability to perform both complex and routine accounting, financial and statistical work with speed and accuracy; operate a variety of modern office equipment including calculator and computer equipment; prepare a variety of financial and statistical records and reports; interpret, apply and explain established policies, procedures, rules and regulations; interpret and apply complex governmental regulations; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.