

Menlo Park Fire Protection District

**ACCOUNTANT**

(Non-safety, full-time, non-exempt, unrepresented confidential, benefited position)  
Class Description

**DEFINITION**

Under general supervision, performs complex and responsible professional accounting work, including auditing, analyzing, and verifying financial records, preparing financial and statistical reports, providing information to District staff regarding accounting practices and procedures, and reconciling general ledger accounts; participates in the preparation of the District's annual budgets; prepares year-end audit reports and schedules; provides technical and responsible support to the Senior Accountant and/or Director of Administrative Services in areas of expertise; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Senior Accountant or Director of Administrative Services. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to accounting support or administrative staff.

**CLASS CHARACTERISTICS**

This is the experienced level class in the professional accounting series. Incumbents work under general direction and exercise discretion and independent judgment in performing the full range of accounting and financial record-keeping functions. Successful performance of the work requires extensive knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Senior Accountant by the latter's supervisory authority over professional and technical accounting staff.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

1. Provides complex professional and technical assistance in the administration and implementation of the District's financial, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, and collection of revenues.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
3. Analyzes financial data and prepares a wide variety of financial reports and statements, including the Comprehensive Annual Financial Report (CAFR), Budget Report, and the Memorandum on Internal Control.
4. Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems; prepares monthly and year-end journal vouchers for a wide variety of financial programs.
5. Participates in the compilation and preparation of annual budgets, including assisting other divisions with budget preparation, providing revenue and expense projections, monitoring expenditures, and preparing and updating cash flow and projections.
6. Participates in the preparation of audit schedules and reports for external auditors.
7. Processes and reconciles revenues, expenditures, and technical transactions in compliance with all applicable Federal, State, and District laws, rules, regulations, and ordinances.

8. Calculates the District's appropriations limit on an annual basis and develops staff reports and resolutions to inform the Board.
9. Prepares and processes reports and records including cash flows, historical summaries, charts, graphs, and various memos and letters.
10. Makes electronic funds transfers to the California Public Employee Retirement System (CalPERS) to cover the District's payroll retirement obligations.
11. Receives, reviews, and processes various reports and records including payment authorizations, mainframe computer printouts, and fiscal agent bank statements, checks, and receipts.
12. Refers to manuals, documents, and books including the Auditing and Financial Reporting Manual and Governmental Accounting and Financial Reporting Standards.
13. Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
14. Coordinates technical and financial information and communications between the division, other departments, and external agencies regarding allocations and accounting issues.
15. Provides fiscal support to the Urban Search and Rescue (US&R) division of the District; ensures the accuracy of required reporting data and assists US&R in the preparation of their financial and budget reports.
16. Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government; provides professional and technical guidance and training to other staff in accounting processes and procedures.
17. Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting.
18. Assists the Senior Accountant or Director of Administrative Services with special projects as required.
19. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
2. General principles and practices of data processing and its applicability to accounting and municipal operations.
3. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
4. Principles and practices of business organization and public administration.
5. Research and reporting methods, techniques, and procedures.
6. Technical report writing and preparation of correspondence.
7. Principles and procedures of record keeping.
8. Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.
9. English usage, spelling, vocabulary, grammar, and punctuation.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Analyze financial data and draw sound conclusions.
- Evaluate and develop improvements in operations, procedures, policies, or methods.

- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Follow department policies and procedures related to assigned duties.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field and three (3) years of responsible professional public accounting experience. Experience in a public agency using governmental accounting is preferred.

**Licenses and Certifications:**

- Licensure as a Certified Public Accountant is preferred.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Approved: January 2008  
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Former Titles:  
Abolished:  
Bargaining Unit: Unrepresented Confidential  
ADA Review: ,  
DOT:  
Physical: Class  
Status:  
EEOC Category:  
Job Code:  
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