

JUNIOR ACCOUNTANT

DEFINITION

Under the direction of the Financial Services Managers, performs responsible accounting work in the following areas: Internal auditing, investments, assessment district accounting, budget preparation and control, general ledger maintenance, preparation of financial reports and studies, and governmental grant administration. Performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Supervision is received from the Financial Services Managers. May receive some direction and training from the Sr. Accountant position. Exercises no supervisory authority; may direct the activities of Accounting Assistants I or II, part-time or temporary personnel.

TYPICAL DUTIES

1. Reviews purchase orders, accounts payable claims, and revenues to ensure appropriate authorization, coding, and amounts paid or collected. Identifies cash handling and revenue reporting problems, reconciles bank statements, and makes recommendations to change procedures if needed. Coordinates and balances accounts receivable billings and postings.
2. Prepares routine monthly and annual general ledger entries. Posts budget and journal voucher uploads. Prepares and maintains a variety of subsidiary ledgers such as accounts receivable, trusts, fixed assets, outside agencies, etc. Balances subsidiary ledgers and worksheets to the general ledger, and analyzes account balances. Researches and resolves problems and anomalies. Assists with other monthly and yearly general ledger closing duties as assigned.
3. Assists with the investment, recording and monthly reporting of City funds.
4. Prepares reports and processes requests for payments associated with county, state and federal grants. Coordinates grant accounting with Public Works and staff of other departments.
5. Prepares financial reports required by other public agencies.
6. Undertakes miscellaneous financial studies and reports as assigned. Accepts special assignments such as accounting for transactions relating to other public agencies.
7. Administers assessment district or other debt including maintenance of accounting records, amortization schedules, audit confirmations, payoff calculations, lien filings, assisting the Financial Services Manager/Treasury with secondary disclosures, debt financing/refinancing analysis, bond call financial analysis, generation of tax levy information, cash flow analysis

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associated with debt service, calculation of credit distributions, assists in the processing of delinquencies and foreclosures, and reconciliation of bond trustee statements.

8. Assists in budget preparation and administration including expenditure and revenue calculations and projections; historical comparisons and trend analysis; employee benefit costing; personnel tracking; preparation of spreadsheets, tables, charts and graphical presentations; balancing budgetary spreadsheets to financial records; answering public inquiries; assisting departments in preparing and monitoring their budgets; calculation and monitoring of budget amendments; and budget variance analysis.
9. May represent the City in Small Claims Court.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Current accepted accounting principles and procedures.
2. Governmental accounting desirable.
3. Budgeting desirable.
4. Advanced electronic spreadsheet preparation highly desirable.

Skill to:

1. Analyze and reconcile accounting data.
2. Understand the general ledger accounting structure.
3. Communicate effectively both verbally and in writing.

Education:

Two-year college degree in Business, Accounting, or closely related field.

Experience:

Two years responsible experience in accounting financial systems, in either the public or private sector, is required.