

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ACCOUNTANT

PERSONNEL COMMISSION APPROVAL: APRIL 21, 2021 (Revised)
COUNCIL APPROVAL: DECEMBER, 2001

JOB CODE: 0111
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under general supervision, performs a variety of accounting duties including recording, updating and reporting financial transactions, and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Principal Finance Analyst or as designated by the CFO/Assistant CFO

DISTINGUISHING CHARACTERISTICS

The Accountant performs entry-level professional accounting duties for the City under the direction of the Senior Accountant and/or Principal Finance Analyst. It is distinguished from the Senior Accountant by the routine nature of assignments.

EXAMPLES OF ESSENTIAL DUTIES

- Performs a variety of accounting and financial reporting duties
- Assists in preparation of the Comprehensive Annual Financial Report (CAFR)
- Balances and reconciles subsidiary systems to the financial statements that may include bank reconciliation, capital assets, accounts receivable and accounts payable
- Prepares general journal entries (revenues, expenditures, depreciation, etc.) to generate fiscal month and fiscal year-to-date balance sheets, changes in fund balance and cash flow financial statements
- Analyzes and prepares financial statements related to capital projects, fund and/or construction projects
- Researches and prepares reports to assist external auditors

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- Enters, retrieves and analyzes accounting data from the centralized financial management system and personal computers or source documents such as journal entries, invoices or budget transfers to generate financial reports
- Generates periodic accounting or statistical reports to management or regulatory agencies
- Analyzes expenditure trends and assist in monitoring departmental operating or capital improvement budgets
- Performs duties of coworkers if necessary to ensure continuity of operations during absences
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs related duties and responsibilities as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Federal, state and municipal laws, rules and regulations governing accounting and finance practices, governmental auditing, finance and accounting methods, practices and procedures
- Computer software applications for automated accounting systems
- Quality service principles and practices

Ability to:

- Analyze financial or computer data and additional information in the assessment and analysis of financial data, detect discrepancies in accounting and financial records, and prepare accurate financial schedules and management reports
- Perform mathematical computations used in accounting
- Accurately record and retrieve information
- Meet prescribed deadlines with attention to detail

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- Utilize computer databases and software in the performance of a wide variety of accounting and reporting of financial information
- Utilize effective verbal and written communication skills in the preparation of financial statements and reports
- Establish and maintain effective working relationships with those contacted in the course of work

Education: A Bachelor's Degree from an accredited college or university in Accounting, Finance, Business or related field.

Experience: Two (2) years of professional accounting experience.

License/Certificate: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

Certified Public Accountant (CPA) is preferred and may substitute for up to one (1) year of required experience.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

FLEXIBLE STAFFING/RECLASSIFICATION

At the discretion of the department head, positions may be filled at the level of Accountant or Senior Accountant depending upon the level of skill and experience required of the department.

Accountant incumbents may be recommended for reclassification upon meeting the minimum qualifications of the Senior Accountant, proof of acquiring the professional designations/certificates for performance of the higher level duties, and completion of probation. The minimum requirements for reclassification consideration, subject to the review, recommendation and approval of the department head and human resources, includes all of the following:

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- Three (3) years' professional accounting experience, at least two (2) at the Accountant Level

Certified Public Accountant (CPA) is preferred and may substitute for up to one (1) year of required experience Reclassification is not automatic. Consideration is subject to the discretion of the department based upon staffing requirements.

PHYSICAL TASKS AND ENVIRONMENTAL

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Must be able to actively listen to receive instruction, and verbally communicate information in order to engage with customers, staff, and others, in person and via telephone. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials up to 15 pounds.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev Feb. 2021 pa