

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 4, 2008 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATE	RESOLUTION ORDINANCE ♦ RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR

SYNOPSIS

A position description for the Accountant position has been created and is attached for your review.

FISCAL IMPACT

This is a part time position (20 hours per week) and funding was included in the proposed FY 2009 budget.

RECOMMENDATION

Approval.

BACKGROUND

As part of the proposed FY 2009 budget, a part time Accountant position was approved for the Finance Department. This is a new position that will assist the Finance Director with a wide variety of accounting functions.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Accountant
POSITION REPORTS TO: Finance Director
POSITION SUPERVISES:

DESCRIPTION:

Under the direction of the Finance Director, performs a wide variety of accounting functions.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Prepares month-end bank account reconciliations.
2. Prepares and processes month-end journal entries.
3. Maintains fixed asset financial module and reports.
4. Prepares and distributes monthly Council reports.
5. Maintains special assessment files.
6. Assists in designing computer generated special reports.
7. Assists with the annual audit.
8. Assists with annual budget.
9. Assists with account reconciliations.
10. Assists with special projects as required.
11. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal levels.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Professional level accountant with a Bachelor's degree in accounting
2. Minimum of two years of accounting experience or any equivalent of education and experience.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of Generally Accepted Accounting Principles.
2. Knowledge of the municipal budgeting process.
3. Knowledge of standard office policies and procedures.
4. Knowledge of auditing and reconciliation processes.
5. Basic mathematical skills.
6. Ability to maintain confidentiality.
7. Basic knowledge of word-processing, spreadsheets and databases, preferably MS Office, Word, Excel and Access.
8. Ability to read and write proficiently.
9. Ability to apply common sense understanding in carrying out written and oral instructions.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to work independently without direct supervision.
12. Ability to prioritize work, meet deadlines and make decisions on the basis of established policies and procedures.
13. Telephone and customer service skills.
14. Ability to operate office equipment such as personal computer, postage meter, photocopier and fax machine.
15. Ability to establish and maintain effective working relations with City officials, fellow employees, patrons and the general public.
16. Ability to maintain regular and dependable attendance on the job.

I have read and understand the requirements of this position description.

(Signature)

(Date)