

CITY OF ONTARIO

CLASS CODE 0220 GROUP 1
DEPARTMENT REVIEW DATE 5-4-99
PERSONNEL APPROVAL [Signature]
EFFECTIVE DATE 12/19/96
SUPERSEDES [Signature]

ACCOUNTANT

DEFINITION

This is specialized professional work in the field of municipal accounting. Under general supervision, this position is responsible for a variety of accounting and fiscal activities. Supervision may be exercised over accounting technicians and account clerks when assigned. Work is performed with wide latitude for independent action within generally established procedures and is reviewed for overall effectiveness by conference and analysis of reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Maintains complex financial records and prepares reports; conducts special fiscal surveys and studies; assists in the preparation of the city's annual budget and state controller's report; maintains fixed asset management system; maintains fiscal agent files and performs accounting functions related to all of the city's bond issues.

OTHER JOB RELATED DUTIES

Performs other job-related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM: Graduation from an accredited 4-year college or university with major course work in accounting or closely related field; one (1) year of work experience in an accounting environment.

Knowledge of: the principles, procedures and techniques of governmental accounting, and of financial records and transactions; fixed asset accounting, budgeting processes, fiscal agent transactions, and external governmental reporting; knowledge of enterprise and internal service operations.

Ability to: prepare clear and concise reports utilizing various computer software packages; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public; function in a team environment.

DESIRABLE: Experience in governmental accounting and fiscal operations, including some experience in federal grant administration and/or redevelopment activities.