



City of Pacific Grove
Established Date: 7/16/14

ACCOUNTANT, CHIEF

SUMMARY: Under basic supervision, performs a variety of experienced accounting and technical review functions in the maintenance and management of accounting records for City departments, programs, and funds; assists with required financial reporting, and manages accounting staff.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs technical accounting activities, including general ledger, accounts payable and receivable, revenue, grants, special funds, fixed assets, and payroll; analyzes, reconciles, and resolves complex transactions and accounting activities.
- Reviews and investigates accounting records, and resolves issues as required; monitors transactions, and reviews accounting documents for accuracy, completeness, and compliance with federal and state regulations, and City policies and practices.
- Prepares, reviews, and approves journal entries; prepares and distributes special summary reports and activity reports; maintains and reconciles accounts, including cash, general ledger, and special funds.
- Assists with the maintenance of the general ledger; provides guidance and direction to City employees regarding the coding of accounting transactions, and verifies proper coding of documents received; assures compliance with applicable standards, format, policies, and principles.
- Serves as subject-matter expert on accounting issues; exercises independent judgment within broad policy guidelines; interprets and explains City policies and procedures.
- Supervises and trains staff, and evaluates performance; meets regularly with staff to discuss and resolve priorities, workload, timelines, quality standards, and technical issues; monitors operations to identify and resolve problems; assures work products meet scope, schedule, and quality requirements.
- Responds to questions and requests for information as authorized; researches and resolves problems, and explains and interprets policies, procedures, and regulations
- Assists with the collection, analysis, and reporting of financial data; reviews technical documents and other records to evaluate data quality and accuracy; identifies and corrects errors and inconsistencies in documents and reports.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Accounting, Finance, or Business Administration; AND four years' experience in government accounting operations; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City organization, operations, policies, and procedures.
- Government/Financial Accounting Standards Boards (GASB/FASB), and Government Finance Officers Association (GFOA) standards, practices, policies, rules, and regulatory reporting requirements.

- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles for Public Sector financial management, including payroll, treasury, grant funds, and public debt management.
- Business and personal computers, and financial spreadsheet software applications.
- General ledger and account reconciliation standards.

Skill in:

- Interpreting and applying accounting standards and procedures, applicable federal and state rules and regulations, and City policies and procedures.
- Analyzing accounting issues, evaluating alternatives, and recommending technical solutions.
- Analyzing and interpreting accounting documents and preparing financial reports.
- Correcting and updating computer accounting information systems.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Evaluating workflow, and assessing and prioritizing multiple tasks, projects and demands.
- Supervising staff, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required. Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) designation is preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.