



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ACCOUNTANT II
Classification Specification
(Classified)

JOB SUMMARY

The Accountant I works under the direction of the Finance Director, or designee; performs technical and administrative accounting work in maintaining the fiscal records and systems of the City. The Accountant II is distinguished from the Accountant I by the performance of accounting work which includes maintenance of fiscal records and accounting systems, overseeing grant transactions and reconciliation, and performing other duties as assigned, including performing the full range of general payroll and financial record keeping, reporting duties, and overseeing supporting staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Accountant I. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Leads in the operation and maintenance of the City's central financial computer system including training support staff on record keeping systems.
- Troubleshoots various relevant computer applications and software packages.
- Creates spreadsheets, enters data, and generates reports and documents related to audits.
- Supports a variety of payroll and financial record keeping and reporting duties in assigned area including in the areas of accounts payable, accounts receivables, purchasing, and payroll as needed.
- Assists in the establishment of forms and procedures relating to financial record keeping methods for the department.
- Prepares financial reports such as revenue and expenses.
- Reconciles bank statements.
- Reconciles general ledger and subsidiary funding accounts.
- Prepares and codifies warrants.
- Assists in the preparation of the annual and other State and Federal reports.
- Assists in the budgeting and preparation of year-end reports.
- Assists in the operation and maintenance of the City's central financial computer system.
- Makes journal entries to balance and close monthly books in general ledger, revenue and expense accounts.
- Performs periodic financial studies and analyses.
- Oversees and verifies monthly payrolls.
- Verifies the calculations for state taxes, and monthly federal taxes.

- Checks against warrant register; identifies, traces and otherwise resolves discrepancies in accordance with established procedure.
- Maintains special funding and fixed asset accounts for City.
- Maintains special accounts receivable.
- May serve as a member of various employee committees as necessary.
- May serve as back up to other related positions.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration; or a closely related field; AND
- Three (4) year of progressively responsible municipal accounting or finance work; or any equivalent combination of education and experience necessary to perform the required duties for this position; AND
- Experience working as a supervisor or in a lead capacity in accounting or finance work is highly desirable.

Licenses, Certificate and/or Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Knowledge, Skills, and Abilities

- Knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems;
- Knowledge of office automation and computerized financial applications; knowledge of public finance and fiscal planning;
- Knowledge of payroll and accounts payable functions;
- Knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB;
- Ability to prepare and analyze complex financial reports;
- Ability to maintain efficient and effective financial systems and procedures;
- Ability to accurately account for city funds;
- Ability to establish and maintain effective working relationships with employees, city officials and the general public;
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to effectively supervise or lead supporting staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised: April 2023
CSC Approved: May 16, 2019; May 4, 2023