

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**ACCOUNTANT**

|                        |                  |                           |                                |
|------------------------|------------------|---------------------------|--------------------------------|
| Civil Service Status:  | Open Competitive | Bargaining Unit:          | General Employees' Association |
| Probationary Period:   | One Year         | Approved by City Council: | 3/16/09                        |
| Classification Series: | Finance          | Resolution No.:           | 2009-23                        |
| FLSA Status:           | Non-Exempt       |                           |                                |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under supervision this position, performs accounting work in the supervision and maintenance of budgetary records; works with established guidelines of financial reporting, budgeting, general ledger, accounts payable, utility billing, data processing and performs other related work as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Performs routine accounting tasks and assists in maintaining the municipal general ledger and processing accounts payable;
- Coordinates and maintains accounting and data processing systems;
- Prepares monthly and annual financial and statistical revenue reports;
- Prepares monthly department expenditure reports;
- Posts all ledger accounts to control accounts and takes trial balances;
- Prepares and processes the employee payroll and related reports;
- Maintains employee records relating to payroll deductions, etc.;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;
- Prepares bank reconciliation for various City accounts including operating, payroll, and worker's compensation;

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Accounting principles, practices and procedures;
- Data processing systems and their use;
- Municipal accounting and budgeting procedures;

**Skills:**

- Skills in word processing general correspondence, spreadsheets and reports using a personal computer and software applications;

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**Ability to:**

- Adapt and to apply established methods to a variety of financial transactions and accounting problems;
- Prepare complete accounting statements and reports;
- Instruct and lead other clerical and accounting employees;
- Establish and to maintain an effective working relationship with other employees and the public;
- Be proficient in making arithmetical calculations;
- Handle confidential information with discretion;
- Communicate effectively orally and in writing;
- Deal calmly with rude or angry people;
- Work overtime as required;
- Assume responsibility for maintaining a safe working environment;
- Maintain and reconcile various short and long term receivable accounts;
- Develop necessary skills from on-the-job training and meet standards or performance or higher by the end of the probationary period;

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Graduated from an accredited college or university with a Bachelor's degree in accounting, public administration, or other closely related field.

**Experience:**

Two (2) years of accounting experience. Appropriate experience may be substituted for the education requirement on a year-to-year basis up to two (2) years.

**License:**

A valid California Class C Driver's License and a satisfactory driving record.

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.