

4-5-91 ACCOUNTANT ANALYST, 1510

Summary of Duties: Performs professional accounting work in the analysis, preparation, maintenance or evaluation of financial records and reports in accordance with commercial and/or governmental Generally Accepted Accounting Principles (GAAP); may audit accounting and related financial records in accordance with Generally Accepted Auditing Standards (GAAS), to determine the adequacy of internal controls and efficiency of operations in City departments, or the accuracy of revenue payments of businesses or other entities; and does related work.

Distinguishing Features:

Paygrade I: Performs entry-level professional accounting duties. Incumbents receive on-the-job training and work experience relating to the operations of accounting and auditing activities in City departments. Accountants are trained in the policies, procedures, and regulations within the department or bureau in which they are employed as well as those in use on a City-wide basis. Detailed job training is received through the performance of duties in accordance with well-established procedures, but which require the exercise of professional judgement. Employees of this class are trained to apply governmental and commercial Generally Accepted Accounting Principles (GAAP) and to comply with the pronouncements of the Governmental Accounting Standards Board (GASB), and the Financial Accounting Standards Board (FASB).

Paygrade II: Performs professional accounting duties of moderate difficulty in the establishment and maintenance of accounts and records; exercises a degree of independent judgement in the application of accounting principles, standards and procedures, and interpretation of regulatory guidelines, legal requirements and City policies; and performs the full cycle of accounting activities including making adjustments and preparation of reports. The incumbent may assist in conducting audits or other financial studies; or may assign and review the work of professional entry level or clerical employees who assist in the more routine phases of the work.

Paygrade III: In addition to the above, performs the more difficult accounting and auditing duties including detailed maintenance, analysis or examination of complex primary and subsidiary accounts; interprets records and statements for management purposes; exercises considerable independence in technical decisions concerning the operation of a moderate scale accounting system which includes either cost accounting, double entry, full accrual accounting, and forecasting or projections; may perform both internal and external auditing duties in compliance with GAAS and other regulatory guidelines; may function as a lead person in a small accounting or auditing unit consisting of at least one professional accounting employee.

Employees in all paygrades must update technical training and proficiency through continuing education programs. The difficulty level of the work may be determined by the variety and complexity of accounts, size of the department, complexity and variety of funds, and functional responsibilities.

Accountant Analyst is distinguished from the class of Compliance Auditor in that the former may perform both internal and external audit functions in addition to accounting activities while the latter performs external (compliance) auditing activities exclusively.

Accountant Analyst differs from Accounting Aide in that the latter is a temporary training class for the purpose of bridging clerical and non-professional employees into professional accounting classes.

Accountant Analyst differs from Accounting Clerk in that the former is required to make judgements of an analytical, interpretive, evaluative, and creative nature.

Examples of Duties: An Accountant Analyst:

- I. Prepares documents to effect the entry, balancing, adjusting, closing and reconciling of accounting books;
- II. Maintains a cash journal and prepares cash deposits;
- III. Prepares bank reconciliations; audits invoices and demands;
- IV. Prepares journal vouchers for adjusting and closing entries;
- V. Classifies demands, requisitions, interdepartmental orders, purchase orders, and encumbrance adjustments;
- VI. Maintains records of encumbrances and unencumbered balances;
- VII. Prepares statements of receipts, expenditures, and encumbrances;
- VIII. Prepares labor distribution and cost reports;

- IX. Establishes new accounts and prepares changes in existing accounts;
- X. Conducts studies and prepares cost and statistical reports;
- XI. Sets up and maintains bond ledgers;
- XII. Prepares and interprets monthly and annual reports of billings and collections;
- XIII. Participates in the preparation and control of the annual budget;
- XIV. Maintains budgetary and cost accounting records;
- XV. Maintains major construction accounts;
- XVI. Compiles and interprets reports reflecting financial transactions;
- XVII. Reviews, verifies, and classifies accounting documents;
- XVIII. Assigns and reviews work of clerical employees assisting in the gathering, compiling, tabulating, and computing accounting and statistical data;

- XIX. Performs cost accounting, cost allocation, cash management and cash flow analysis;
- XX. Performs financial planning, reporting and control;
- XXI. Participates in computerization of departmental fiscal records;
- XXII. Prepares complex reports to grantors;
- XXIII. Performs original research, preparation of reports/footnotes, recommendations for changes/improvements in the application of GAAP;

- XXIV. Prepares financial statements;
 - XXV. Performs assessment accounting;
 - XXVI. Maintains cash flow records and forecasts availability of funds for investments;
 - XXVII. Sets up and maintains bond ledgers;
 - XXVIII. Prepares accounting documents reflecting investment transactions;
 - XXIX. Analyzes comparative trends in costs;
 - XXX. Prepares depreciation schedules;

 - XXXI. Audits and analyzes accounting books, records, and physical properties of City departments, grant operated agencies, other entities, business firms, lessees, permittees, charitable and other nonprofit organizations;
 - XXXII. Verifies accuracy of reported revenue and expenditures, revenue payments, or compliance with contracts, agreements, or governmental rules and regulations;
 - XXXIII. Meets with owners, chief executives, and other representatives of such organizations and arranges audits;
 - XXXIV. Examines journals, ledgers, invoices, contracts, reports of C.P.A. and public accountant audits, corporation minutes and other related records; reconciles accounting records with supporting documents;
 - XXXV. Tests inventory and payroll records;
 - XXXVI. Makes cash counts;
 - XXXVII. Examines systems of accounting and evaluates internal controls for compliance with procedures and policies, and reports deviations;
 - XXXVIII. Recommends improvements in internal controls or accounting practices; prepares working papers and consolidates findings on prescribed forms;
 - XXXIX. Analyzes differences between payments made and audit findings;
 - XL. Explains appropriate ordinances, regulations, legal opinions, and policies to officials of organizations and businesses being audited;
 - XLI. Analyzes operating efficiency of entities and makes recommendations;
 - XLII. Prepares narrative reports as needed;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- XLIII. The theory and practice of governmental and commercial accounting;
- XLIV. Cost accounting methods and procedures;
- XLV. Laws and ordinances relating to the financial administration of City government;

A working knowledge of:

- XLVI. Electronic data processing principles;
- XLVII. GAAP and GAAS;
- XLVIII. Auditing principles and practices;

A general knowledge of:

- XLIX. Accounting system and financial structure of the City;
 - L. Principles and practices of financial administration, including budget preparation and control;
 - LI. The analysis, development, and implementation of accounting systems and procedures;
 - LII. Office practices and procedures;
 - LIII. Investment procedures, bond accounting, and the analysis of transactions relating to the purchase, sale, and exchange of securities;

The ability to:

- LIV. Prepare, analyze and verify routine financial documents, statements, and reports;
- LV. Apply accounting and auditing principles and procedures in conformance with GAAP and GAAS;
- LVI. Apply and interpret rules and regulations applicable to the accounting system of a City department;
- LVII. Prepare complex financial statements and reports;
- LVIII. Prepare comprehensive reports and analyses of financial activities;
- LIX. Plan and conduct audits of accounting records in accordance with GAAS;
- LX. Prepare detailed and complex audit working papers and audit reports;
- LXI. Understand, use, and explain complex legal provisions in conducting audits;
- LXII. Operate calculating machines and make rapid, accurate computations;
- LXIII. Use computer technology to verify, reconcile and interpret accounting and financial records;
- LXIV. Read, analyze and interpret electronic data systems financial reports;
- LXV. Analyze situations accurately and adopt an effective course of action;
- LXVI. Analyze a variety of accounting data, identify trends, make projections and draw sound conclusions;

- LXVII. Prepare and present clear, complete, concise reports using proper technical accounting language and correct English grammar in a logical and convincing manner, both verbally and in writing;
- LXVIII. Communicate in clearly understandable written and spoken English;
- LXIX. Plan and oversee the work of professional and clerical accounting personnel;
- LXX. Establish and maintain cooperative relations with a variety of individuals.

Minimum Requirements:

1. Graduation from a recognized four-year college or university with **either**:
 - a. A major in Accounting; or
 - b. Satisfactory completion of at least 24 semester or 36 quarter units in the following courses at a recognized four-year college or university:
 - . Principles of Accounting I and II (a full-year introductory course);
 - . Intermediate Accounting I and II (full-year course);
 - . Cost Accounting; Auditing; **and**
 - . **Either** Governmental Accounting I and II, Tax Accounting or upper-level data processing (full-year course); **or**

2. Two years of experience as an Accounting Aide with the City of Los Angeles and satisfactory completion of the following courses at a recognized four-year college or university:
 - . Principles of Accounting I and II (a full-year introductory course);
 - . Intermediate Accounting I and II (full-year course);
 - . Cost Accounting; Auditing; **and**
 - . **Either** Governmental Accounting I and II, Tax Accounting, or upper-level data processing (full-year course).

3. Applicants who lack six semester or nine quarter units in the courses listed under requirement Number 1, may file and be appointed but cannot advance to the higher paygrades until the full education requirement is met.

License: A valid California driver's license is required.

Physical requirements: Strength to perform average lifting of less than 15 pounds and occasionally over 25 pounds; arm, hand, and finger dexterity with at least one hand involved in activities such as reaching, handling, and feeling; good speaking and hearing ability and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the positions, and the appointing authority's ability to effect reasonable accommodation to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.