

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

12-13-96

ACCOUNTANT, 1513

**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 Principals (GAAP); may receive training and assist in the auditing of accounting and related financial records in accordance with Generally Accepted Auditing Standards (GAAS) to determine the adequacy of internal controls and efficiency of internal operations in City departments, or the accuracy of revenue payments of businesses or other entities; and does related work.

**Distinguishing Features:** Performs entry level professional accounting duties. Incumbents receive on the job training and work experience related to the operations of accounting and auditing operations of City departments and in accordance with well established procedures, but which require the exercise of professional judgement. Incumbents are trained to apply governmental and commercial Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and to comply with the pronouncements of the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).

Incumbents may advance to positions which involve intermediate level accounting work in the establishment and maintenance of accounts and records, and the exercising of independent judgement in the application of accounting principals, standards and procedures, and interpretation of regulatory guidelines, legal requirements and City policies. Accountants may function as the lead worker in a small accounting unit consisting of entry level Accountants and Accounting Clerks. Assignments normally are given verbally and in writing and results are evaluated by the accuracy and effectiveness of the records, reports, and recommendations involved in the work.

Accountants are distinguished from Accounting Clerks by the requirement of the former to make judgements of an analytical, interpretive, evaluative, and creative nature. Accountants are distinguished from Accounting Aides in that the latter is a temporary training class for the purpose of bridging clerical and non-professional accounting employees into professional accounting work.

**Examples of Duties:** An Accountant:

- ! Prepares cash deposits, bank reconciliations, journal vouchers for adjusting and closing entries, financial statements, depreciation schedules, accounting documents reflecting investment transactions, cost and statistical reports, complex reports to grantors, reports of billings and collections, bond ledgers, and narrative reports as necessary;
- ! Prepares documents to effect the entry, balancing, adjusting, closing, and reconciling of accounting books;
- ! Maintains cash journals, records of encumbrances and unencumbered balances, budgetary and cost accounting records, major construction accounts, bond ledgers, and cash flow records;
- ! Prepares statements of receipts, expenditures, and encumbrances;
- ! Establishes new accounts and prepares changes in existing accounts;
- ! Reviews, verifies, and classifies accounting documents including demands, requisitions, interdepartmental orders, purchase orders, and encumbrance adjustments;

**Examples of Duties (Cont.):**

- ! Compiles and interprets reports reflecting financial transactions;
- ! Analyzes and prepares reports, footnotes, and recommendations relating to changes and improvements in the application of GAAP, comparative trends in costs, cost accounting, cost allocation, cash management, cash flow, and reports of billing and collections;
- ! Performs financial planning, reporting, and control;
- ! Performs assessment accounting;
- ! Audits and analyzes accounting books, records, journals, ledgers, invoices, contracts, reports of C.P.A. and public accountant audits, corporation minutes, other related records, and physical properties of City departments, grant operated agencies, other entities, business firms, lessees, permittees, charitable and other nonprofit organizations;
- ! Analyzes differences between payments made and audit findings;
- ! Reconciles accounting records with supporting documents;
- ! Examines systems of accounting and evaluates internal controls for compliance with procedures and policies, reports deviations, and recommends improvements;
- ! Verifies accuracy of reported revenue and expenditures, revenue payments, or compliance with contracts, agreements, or government regulations;
- ! Explains appropriate ordinances, regulations, legal opinions, and policies as necessary to accomplish accounting and auditing purposes;
- ! May participate in the preparation and control of the annual budget;
- ! May assign and review the work of clerical employees assisting in gathering, compiling, tabulating, and computing accounting and statistical data.

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:**

- ! Generally accepted accounting principles including governmental, cost, and commercial accounting;
- ! Methods of preparation of various kinds of financial statements and reports;
- ! Accounting and administrative systems, practices, and procedures
- ! Principles of internal control and audit procedures;
- ! Laws and ordinances relating to financial administration;
- ! Electronic data processing principles as they apply to accounting and other financial work

**A working knowledge of:**

- ! GAAP, GAAS, and FASB;
- ! Auditing principles and practices.

**A general knowledge of:**

- ! Accounting systems and financial structure of the City;
- ! The analysis, development, and implementation of accounting systems and procedures;
- ! Office practices and procedures;

**Qualifications: A general knowledge of (Cont.):**

- ! Investment procedures, bond accounting, and the analysis of transactions relating to the purchase, sale, and exchange of securities.

**The ability to:**

- ! Prepare clear, concise, complete, and accurate narrative and financial reports;
- ! Prepare, analyze and interpret complex electronically produced and written financial data and reports relating to a wide variety of accounting matters;
- ! Efficiently obtain, interpret, and manipulate information stored in mainframe and personal computers;
- ! Communicate effectively with coworkers, supervisors, the public, and others for the purpose of insuring proper and timely completion of assigned work;
- ! Read and interpret complex written material such as contracts, legal documents, and procedural manuals;
- ! Work independently under pressure of time, conflicting demands, and unexpected difficulties.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

**Minimum Requirements:**

1. Graduation from a recognized four-year college or university with **either**:
  - a. A major in accounting; **or**
  - b. At least 24 semester or 36 quarter units in accounting; **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 (a full year introductory course);
  - Intermediate Accounting (a full year course)
  - Cost Accounting;
  - Auditing; **and**
  - **Either** Governmental Accounting or upper level data processing (either must be a full year course).

**License:** A valid California driver's license may be required.

**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, responsibilities, and required qualifications of any position shall be.**