

**CITY OF FONTANA  
ACCOUNTANT I**

**DEFINITION:** To perform a variety of professional accounting duties involving general accounting, recording and reporting of financial transactions; and to prepare financial report statements and special financial analyses.

**DISTINGUISHING CHARACTERISTICS:** This is the entry-level class in the Professional Accounting series. This class is distinguished from the Accountant II by the performance of more routine tasks and duties. The Accountant I is not expected to perform with the same independence and judgment on matters related to established procedures and guidelines as are positions allocated to the journey level Accountant II class. Employees appointed to this class may have limited or no direct experience.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Perform responsible routine professional accounting work in the administration and implementation of the City's financial, treasury and accounting functions.
- Prepare and record routine financial transactions.
- Participate in posting, balancing, and reconciling various general ledger accounts and subsidiary accounts.
- Assist in the performance of year-end review of accounts and preparation of adjusting and closing entries.
- Communicate effectively, both orally and in writing.
- Perform other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, bending and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far visions in reading written reports and other work-related documents. Acute hearing is required when providing telephone assistance.

**EXPERIENCE AND TRAINING GUIDELINES:** A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Generally accepted accounting principles and procedures and their application to basic accounting transactions and problems.
- Methods and techniques of effective technical accounting report preparation and presentation.
- Recent development, current literature and sources of information related to municipal accounting.

- Modern office methods, practices, procedures, equipment and computer applications.
- Pertinent Federal, State, and local laws, codes and regulations.
- An applicable method to examine and verify financial documents and reports.

**Experience:** No experience is required.

**Education:** A Bachelor's degree from and accredited college or university with major coursework in accounting or a closely related field.