



## TOWN OF LOS GATOS

# ACCOUNTANT/FINANCE ANALYST

Class Code: 3300  
Department: Finance  
Supervisor: Finance & Budget Manager

Confidential  
FLSA Status: Non-Exempt

---

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

### CLASS SUMMARY

Under general supervision, the Accountant/Finance Analyst performs complex technician and/or professional accounting work including general ledger account research, preparation of various reconciliations, account analysis and general account reporting. This classification requires hands-on accounting and financial analysis work, as well as coordinating and monitoring multiple projects and deadlines.

### DISTINGUISHING CHARACTERISTICS

This is a journey level classification, responsible to perform professional accounting practices and theory in the operation and maintenance of Town accounting systems in accordance with governmental generally accepted accounting principles and methods. At this level the incumbent receives only occasional instruction or assistance as new or unusual situations arise and has the ability to successfully complete more complex work and projects.

### SUPERVISION RECEIVED AND EXPECTED

Receives general supervision from the Finance and Budget Manager. Exercises no direct supervision over staff but may provide lead technical guidance to other staff.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Maintains investment and debt service portfolio; studies cash flow and determines funds available for investment purposes; prepares activity summaries and reports.

- Prepares financial statements and reports for Federal, State and other regulatory agencies and for internal accounting purposes.
- Establishes and maintains detailed accounts relating to assessment districts, bond issues, and bond servicing.
- Assists in the preparation of the Town's Annual Comprehensive Financial Report (CAFR), Annual Operating Budget, and Capital Budget.
- Monitors capital improvement projects and grant expenditure funds.
- Assists with fiscal year-end and month-end closings.
- Maintains general ledger fixed asset accounting and reporting.
- Prepares grant claims to other governmental jurisdictions.
- Supports the external audit requirements of the Town.
- Performs various account reconciliation functions such as, bank statements and accounts as assigned.
- Processes information utilizing several complex software applications, including, MS Excel, HTML files, and financial/HRIS system.
- Performs mathematical computations. Computes costs and adjustments; balances and reconciles figures to ensure data accuracy; and maintains data and data integrity in the various systems.
- Compiles, researches, and prepares a variety of periodic and special reports relating to the general ledger function.
- Builds and maintains positive working relationships with co-workers, organizations and their representatives, and the general public exhibiting exceptional customer service and communication skills.
- May be assigned as a Disaster Service Worker, as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

*Knowledge of:*

- Generally accepted accounting principles and applicability to a variety of accounting audits, transactions, and problems.
- Applicable Federal, State, and Local laws, rules, regulations, policies, and procedures.
- Governmental Accounting Standards Board (GASB) pronouncements and Generally Accepted Accounting Principles (GAAP).
- Grant accounting.
- Reconciliation practices.
- Methods and practices to assist in the preparation of the annual financial statements and the Comprehensive Annual Financial Report (CAFR).
- Principles and practices of municipal cash management, investment reporting and treasury/debt accounting.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work.
- Principles and practices of public agency finance and accounting processes, auditing, and reporting functions.
- Principles and practices of local government program and policy development and implementation.
- Pertinent Federal and State laws, rules, regulations, and Town policies and procedures as they apply to area of responsibility.
- Professional level writing techniques including; proper grammar, spelling, vocabulary, and punctuation.
- Principles and practices of financial and statistical analysis.

*Ability to:*

- Analyze data and prepare technical reports; interpret and evaluate technical information; problem-solve issues; explain and interpret information.
- Develop data, analytics and reporting in a manner that enhances the transparency and understanding of municipal finances among our residents.
- Review, post, balance, reconcile, and maintain accurate and confidential accounting records.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Exercise discretion and tact in processing documents and information of a confidential or sensitive nature in a variety of program areas.
- Set priorities and meet critical deadlines while producing high quality work.
- Prepare a variety of financial statements, reports and analyses.
- Create complex formulas and calculations using Microsoft Excel or related software.
- Analyze accounting systems and procedures, propose desirable improvements and implement approved changes.
- Develop, implement, and/or modify recordkeeping and accounting systems, making use of current technology.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work independently and in a team setting.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate effectively in person, over the telephone, and in writing.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
- Celebrate the achievements and success of the organization.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Bachelor's degree in Accounting, Business Administration, or a related field plus a minimum of two (2) years of increasingly responsible experience in the preparation and maintenance of accounting or financial records. Municipal experience is desired.

**License and Certification:**

A California Certified Public Accountant license is desirable.

**PHYSICAL DEMANDS**

This is a moderately sedentary office classification although standing and walking between work areas is required. Individual(s) in this class must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; visual acuity to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment. Person(s) in this classification occasionally bends, stoops, kneels, reaches, climbs, and walks; and pushes and pulls drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

<b>Climbing</b>	Rarely	<b>Balancing</b>	Occasionally	<b>Stooping</b>	Occasionally
<b>Kneeling</b>	Occasionally	<b>Lifting</b>	25 lbs.	<b>Fingering</b>	Frequently
<b>Crawling</b>	Rarely	<b>Reaching</b>	Occasionally	<b>Standing</b>	Occasionally
<b>Talking</b>	Frequently	<b>Grasping</b>	Frequent	<b>Walking</b>	Occasionally
<b>Hearing</b>	Frequently	<b>Feeling</b>	Occasionally	<b>Pushing</b>	25 lbs.
<b>Crouching</b>	Occasionally	<b>Running</b>	Never	<b>Carry</b>	25 lbs.
<b>Pulling</b>	25 lbs.	<b>Seeing</b>	Frequently		

**ENVIRONMENTAL ELEMENTS**

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays.

*In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.*

*The Town of Los Gatos is an Equal Opportunity Employer.*