



City of Fallon

Classification Specification

Staff Accountant

GENERAL PURPOSE

Under supervision of the Senior Accountant and Deputy City Clerk/Treasurer, serve as support staff to the Clerk's Office. The Staff Accountant assists with the accounting, billing and customer service operations of the City Clerk's Office relating to the City's electric, water, water treatment, wastewater, sanitation, and landfill enterprises. The Staff Accountant assists with planning, budgeting and accounting for the overall financial operations of the City.

GENERAL STATEMENT OF DUTIES

The duties listed below are examples of the work typically performed by an employee in this classification. An employee may not be assigned all duties listed and may be assigned duties that are not listed below.

- Account reconciliations.
- Audit and review accounting clerk processes for accuracy.
- Perform basic payroll processing.
- Provides information to the public or to City staff that requires the use of judgment and the interpretation of policies, rules or procedures; explains policies and procedures to all levels of staff and the public.
- Assist Accounting Clerks with processes and procedures for daily office tasks including, but not limited to, business licenses, utility billing, accounts payable, and customer service, preparing required financial documentation such as invoices, statements, voucher checks and reports. Review documentation for accuracy; reconcile statements and report discrepancies, and scan documents for electronic storage.
- Performs a variety of accounting functions within the City's financial accounting system; assist with general ledger journal entries and account reconciliations and monitors the general ledger for classification accuracy.
- Prepares or reviews monthly, quarterly, and year-end financial reports; prepares journal entries to reflect financial activity and assists other departments, outside agencies, and the public in exchanging information, responding to requests, coordinating activities/projects, and responding as required.
- Performs other duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability

- Financial record keeping and bookkeeping practices and techniques.
- Principles and practices of auditing financial documents and records for completeness and accuracy.
- Principles and practices of payroll processing.
- Use of specified computer applications related to the work, including the design and management of databases and spreadsheet files, word processing and the development of special report formats.
- Business arithmetic.
- Administrative and clerical procedures, practices, and terminology applicable to word processing, managing files and records, and designing forms.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals, in person and over the telephone. Communicate effectively with individuals in a variety of different emotional states, from a variety of different backgrounds, and with different educational backgrounds and mental capacities.
- Principles and practices applicable to customer service.
- Prepare accurate and timely management and regulatory reports by accessing information from a variety of sources and utilizing consistent reporting formats.
- Develop and maintain constructive, cooperative, and effective working relationships with people and organizations encountered while performing duties.
- Training others in the policies and procedures related to the work.
- Using initiative and independent judgment within established procedural guidelines.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills and abilities may be used to qualify for employment. A typical way to obtain knowledge, skills and abilities is described below.

- Associates degree, preferably in Finance/Accounting or related field.
- Experience in accounting or related field which involved maintaining financial and statistical records.
- Experience in preparation of payroll.
- Or any equivalent combination of education and experience

Physical and Perceptual Capabilities Required

The physical and perceptual capabilities described here are representative of those that an employee typically must possess to successfully perform the essential functions of the job.

- Move from place to place within an office.
- Sit for long, uninterrupted periods.
- Stand for long, uninterrupted periods.
- Repeatedly stand up and sit down.

WORKING CONDITIONS

Work is typically performed under the following conditions.

- Generally clean environment with limited exposure to conditions such as odors or noise.
- Interactions with individuals who are uncooperative, distraught, and/or confused.
- Occasionally work hours more than a normal workday or workweek.
- Work without supervision or immediate assistance.
- Interruptions of planned work activities by telephone calls, visitors, and response to unplanned events.

FLSA Statues : Non-Exempt

Classification : Confidential

Grade: 7

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