

**CITY OF FRESNO**

130011

**ACCOUNTANT-AUDITOR I**

**DEFINITION**

Under close supervision, performs professional accounting work in maintaining and auditing accounts.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Supervisor or Manager. Exercises no supervision.

**DISTINGUISHING CHARACTERISTICS**

Accountant-Auditor I is the entry level class in the professional accounting series. Incumbents perform professional accounting or auditing duties requiring the application of generally accepted accounting principles. Assignments may involve independently maintaining a variety of accounts, or participation in the work of a unit engaged in collecting and recording financial information. Accountant-Auditor I differs from Accounting Technician in that incumbents of the latter perform technical or paraprofessional accounting work that does not require the application of broad professional knowledge or judgment. Accountant-Auditor I differs from Accountant-Auditor II in that the latter is the experienced level class in which incumbents perform the full range of accounting or auditing duties with a minimum of supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Prepares a variety of accounting reports; audits and balances ledgers; prepares financial reports on special assignments.

Performs detailed audits and examinations of records of commercial establishments for business license and room tax purposes.

Audits agencies under agreements with City and commercial tenants of City property for compliance with terms of leases.

Performs internal cash and other audits as required; prepares written reports of audits with suggested changes or improvements when necessary.

Prepares accounting analyses; distributes revenues and expenses; prepares vouchers for general ledger entries; audits daily cash sheets.

Provides a check and balance function for all City expenditures and verifies fund balances prior to their payment.

Maintains accounting records; prepares trial balances and monthly and annual financial reports; maintains city asset inventory control records.

Maintains the City's self-funded Health and Welfare Trust and the Local 39 health plan; establishes monthly eligibility; prepares payment requests and disburses payments; prepares reports regarding revenue and disbursement.

Processes City payroll in accordance with City resolutions, Fresno Municipal Code, and agreements with labor organizations.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Generally accepted accounting and auditing principles, methods and their application to governmental and commercial accounting systems.

#### **Skills to:**

Operate modern office equipment including computer equipment.

#### **Ability to:**

Learn the general principles of public finance, governmental budgeting and reporting, and cost accounting.

Process the flow of a considerable volume of detail work and to solve related problems.

Prepare a variety of routine and special financial and statistical reports.

Express ideas clearly and concisely both orally and in writing. Ability to maintain effective working relationships with the public, government officials, and other employees.

**MINIMUM QUALIFICATIONS**

**Experience:**

Three years of experience equivalent to that gained as an Accounting Technician with the City of Fresno and a minimum of twenty semester units in accounting from an accredited college or university.

**OR**

**Education:**

A Bachelor's Degree from an accredited college or university which included twenty semester units in accounting.

**Special Requirements:**

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_