
**TEMPLE CITY
CLASS SPECIFICATIONS**

ACCOUNT ANALYST

DEFINITION:

Under direction of the Financial Services Manager, performs responsible accounting, licensing, clerical and bookkeeping duties involving the financial records accounted for in the City's automated system; and does related work as required.

EXAMPLES OF DUTIES:

Responsible for processing warrants; monthly financial reports for distribution to various departments; analysis and tagging of fixed assets; maintains accounts payable files; inputs and posts monthly journal entries and budget amendments into the accounting program; compiles with EDD and IRS regulations such as DE 1545/1099M filings; sorts department's mail; assists with payroll processing and annual budget preparation; and other routine clerical duties such as typing, filing, and data entry.

DESIRABLE QUALIFICATIONS:

Knowledge of: Modern accounting office procedures and practices; terminology used in basic bookkeeping; general law relating to the issuance of licenses and special permits and the collection of taxes and fees; data processing is highly desirable.

Ability to: Operate a computer, typewriter, calculator and other common office machines accurately; follow written and oral instructions; keep financial records; interpret and apply business license rules and regulations in a fair and efficient manner; correct English usage in letter and report writing; perform varied clerical work; and responsively deal with public questions.

Education and Experience: Completion of high school, supplemented by courses in financial record keeping, and three years of responsible clerical or bookkeeping experience. Qualifying experience may be substituted for the supplemental course education requirement.

OTHER QUALIFICATIONS:

Possession of a valid Class C motor vehicle operator's license from the State of California.

Ability to operate a computer, typewriter, calculator, telephone, copying machine and cash register.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to prepare routine narrative reports, perform mathematical calculations, count money and sort/file documents.

Ability to sit for up to two hours at a time.

Ability to see.

Ability to climb a footstool or ladder for the purposes of retrieving records from storage.

Ability to get from one location to another in the course of doing business.