



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE: ACCOUNTANT I-III**

**DEFINITION:** Under general supervision, performs increasingly difficult and responsible accounting functions, statistical analyses and interpretations of information in the preparation and evaluation of fiscal records, transactions, statements, reports and accounting systems and procedures.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - Performs the routine duties of the classification.

Grade Level II - Performs the journey level duties of the classification.

Grade Level III - Performs the more complex and difficult duties of the classification and/or acts in a lead capacity over accountants and clerical personnel.

**EXAMPLES OF DUTIES:**

- Verifies, categorizes, posts and reconciles revenue and expenditures to proper accounts;
- Assists in the preparation of annual budget and maintenance of budgetary controls;
- Conducts cost accounting, studies and surveys;
- Develop and implements accounting procedures and reports;
- Prepares and analyzes financial summaries, statements and reports in compliance with generally accepted accounting procedures;
- Established and maintains general and subsidiary ledgers and other accounting records;
- Prepares vouchers, billings, balance sheets and journal entries;
- Prepares expenditures rates for project forecasting and program expenditure trends;
- Computes and distributes labor, material and overhead costs;
- Performs analysis of subagent contract reimbursement, budgetary compliance and adequate support of expenditure;
- Prepares various reports;
- May assign and review the work of subordinate personnel;
- May supervise, train and evaluate subordinate personnel;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Graduation from an accredited college or university with a Bachelor's degree in accounting or a current C.P.A. certificate; knowledge of generally accepted accounting procedures.

A valid motor vehicle operator's license may be required.

**HISTORY:**

Revision of classification specification date 11/9/73.

Approval/Adoption Dates: 06/01/82 - Human Resources Department