



MARCH 2016
FLSA: EXEMPT

ACCOUNTANT

DEFINITION

Under general supervision, performs professional accounting work, including auditing, analyzing and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the City's annual and mid-year budgets; prepares year-end audit reports and schedules; trains and provides technical advice to lower-level accounting personnel, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Division Manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the fully competent level in the professional accounting series assigned to the Finance Division of the central Administrative Services Department. The incumbent works with a high degree of independence in performing accounting and financial activities for the City. Successful performance of the work requires good knowledge of governmental accounting practices and procedures, fund accounting and fiscal management. Responsibilities include direct contact with all City Department Directors, Division and Program Managers and other staff regarding monthly reports, revenue and expenditure accounts, the automated purchasing and financial reporting system and payroll activities. The class is distinguished from the lower level class of Office Specialist (Accounting) in that the latter is a technical support class not requiring the equivalent of a four-year professional degree and has responsibilities of a technical processing nature.

EXAMPLES OF TYPICAL 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.

- Prepares journal entries and reconciles general ledger and subsidiary accounts; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments.
- Analyzes and reconciles expenditure and revenue accounts, including trustee accounts and investment reports.
- Makes wire transfers and journal funding transfers and reconciles monthly bank statements.
- Monitors grant revenues and expenditures, ensuring data is recorded in the City's financial accounting system.
- Calculates and prepares reimbursement billings and tracks receivables; reconciles monthly accounts receivable.
- Prepares audit schedules for external auditors and acts as a liaison between the City and auditors.
- Prepares and files annual financial statements.

- Assists with the preparation of the annual and mid-year budgets.
- Assists with the fiscal year-end and fixed asset accounting.
- Provides training in the use of the City's computerized financial system and assists departmental personnel with budget questions, proper expenditure coding, document processing and other accounting related activities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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 graduation from a four-year college or university with major coursework in accounting, finance, economics or a related field and one year of general fund accounting experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.