ACCOUNTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES

To perform professional accounting and financial management functions supporting City-wide operations; to maintain the accuracy of the City’s ledgers and subsidiary financial systems; to prepare and maintain accurate financial records and reports; to develop and implement financial record keeping procedures; and to provide highly responsible staff assistance to the Director of Support Services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Support Services.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Perform a variety of professional accounting and financial reporting functions supporting City-wide operations; maintain accuracy of general, revenue and expenditure ledgers and subsidiary financial systems.

2. Review and audit accounts payable, accounts receivable, receipts, payroll and other accounting records and transactions.

3. Reconcile financial ledgers and records; prepare financial statements and reports, general and subsidiary ledgers and supporting schedules; research and resolve discrepancies.

4. Prepare financial statistical reports related to various City accounts, fixed assets and financial transactions; conduct month and year end closing functions.

5. Oversee the submission of financial and accounting reports required by outside agencies; answer related questions as needed.

6. Reconcile bank statements and accounts with the general ledger; create updated investment schedules to calculate complex interest allocations.

7. Coordinate activities with external auditors; prepare worksheets and schedules; compile data and records.

8. Review and approve expenditure vouchers submitted by all City departments; ensure adherence to established guidelines.

9. Attend and participate in professional group meetings; stay abreast of new changes, current practices and developments in the field of professional accounting.

10. Perform related duties and responsibilities as required.
QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a general accounting and finance program.
- Principles and practices of accounting and auditing including general ledger, debit, credit, journal entries and audit procedures.
- Principles and practices of governmental accounting.
- Methods and techniques of analyzing general ledgers and preparing journal entries.
- Generally Accepted Accounting Principles.
- Methods and techniques of preparing financial reports and statements.
- Operations of manual and automated accounting systems.
- Advanced mathematical principles.
- Principles and practices of financial record keeping and reporting.
- Modern office procedures, methods and computer equipment.
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Perform a variety of professional accounting and financial analysis functions.
- Complete detailed accounting transactions.
- Reconcile and adjust financial statements with the general ledger.
- Monitor cash flow.
- Prepare and maintain accurate financial statements, records and reports.
- Perform mathematical calculations with speed and accuracy.
- Operate a variety of office equipment including a computer and associated word processing and spreadsheet applications.
- Analyze complex financial transactions and formulas.
- Interpret and apply applicable Federal, State and local laws, codes and regulations.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in finance, accounting, business administration or a related field.

Experience:

Two years of increasingly responsible accounting experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Normal office setting.
**Mobility**: Incumbents require sufficient mobility to work in an office setting and operate office equipment.

**Vision**: Vision sufficient to read small print, computer screens and other printed documents.