



Range: SG-17
FLSA: Exempt
Date: August 3, 2020

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.

DEFINITION

To perform intermediate-level professional accounting work involving the review of source documents used for accounting, the maintenance of ledgers, registers or other records of initial entry, the maintenance of control accounts, and the preparation of periodic and special financial reports. Work is performed under general supervision of the Financial Services Director with considerable latitude for independent judgment.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Financial Services Director.
May exercise some supervision as needed over Accounting Technicians.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Reconciles assigned bank and investment accounts; reviews reconciliations of other bank accounts prepared by other Finance staff; allocates interest earned to each fund as appropriate.
2. Assists in analysis and problem solving by reconciling general ledger accounts, subsidiary ledgers, and other accounting records.
3. Prepares journal entries; compiles and generates spreadsheets and other backup documentation for journal entries and other accounting transactions.
4. Performs a variety of professional level accounting duties involving the accounting, recording and reporting of financial transactions involved in City funds; reviews and participates in day-to-day accounting operations such as balancing and posting all expenditures, revenues and adjusting journal entries to the general ledger ensuring proper classification.
5. Coordinates debt payment amounts and payment due dates; prepares debt related journal entries.
6. Coordinates the month-end and year-end closing processes.
7. Conducts the accounting, reporting and monitoring of capital assets and infrastructure; maintains records of capital assets, land, buildings, infrastructure, and construction in progress; records asset additions and deletions by function and fund; determines value of asset from a variety of supporting documentation; calculates and maintains depreciation schedules; reconciles the capital asset subsidiary ledger to general ledger.

8. Coordinates year-end inventory of capital assets and physical inventories by preparing asset lists, reviewing counts, and reconciling and entering disposal transactions; performs capital asset audits.
9. Creates and monitors internal controls, procedures, and forms for the recording and tracking of capital assets.
10. Assists and reviews fiscal grants reports prepared by project managers; reconciles accounting records to ensure they accurately reflect grant activity.
11. Prepares Schedule of Expenditures of Federal Awards.
12. Creates and maintains accounting systems as required to comply with various governmental agency guidelines, policies, and procedures.
13. Assists with the compilation of the annual budget and the development of the budget book in the City's report writing software.
14. Performs calculations and maintenance of equipment replacement and major maintenance reserves.
15. Functions as liaison and assists auditors, as required, in preparation of annual financial analyses and reports; participates in preparing and gathering information for the annual audit.
16. Participates in year-end closing process and the recordation, estimation, and accrual of various receivables and liabilities; prepares year-end journal entries and prepares audit schedules.
17. Researches and advises on implications of new Governmental Accounting Standards Board pronouncements and assists with implementation.
18. Participates in the preparation of the City's comprehensive annual financial report (CAFR), including statements, footnotes, and statistical information; manages the development of the CAFR in the City's report writing software.
19. Assists in the preparation and analyses of monthly and other annual and financial reports assigned.
20. Develops, implements, modifies, and documents recordkeeping and accounting systems; reviews existing internal controls and provides input for implementation of enhanced controls.
21. Participates in Lean Six Sigma initiatives to improve and enhance efficiencies in financial processes.
22. Coordinates audits of petty cash and other cash funds; performs various financial audits of City operations.
23. Consults with and advises other City departments on coding and recording of transactions; provides guidance on fiscal procedures, processes, and systems to department end users; provides technical assistance to other Finance staff as required; resolves accounting questions and issues from staff, management and other departments.
24. Responds to and resolves difficult and sensitive inquiries and complaints with courtesy and tact.
25. Establishes and maintains cooperative work relationships with those contacted in the course of work.
26. Maintains regular attendance and punctuality.
27. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive finance program.
- Principles and methods of finance administration, particularly in the areas of accounting, budgeting, and auditing.
- Accounting theory, generally accepted principles and practices, and applications.
- Principles and practices of municipal finance and personnel management.
- Financial statement preparation methods.

- Governmental Accounting Standards Board (GASB) pronouncements.
- Asset capitalization standards and depreciation.
- Account reconciliation practices, procedures, and techniques.
- Journal entry preparation.
- Generally Accepted Accounting Principles (GAAP).
- Generally Accepted Auditing Standards (GAAS).
- Applicable federal, state, and local laws, rules, and regulations.
- Automated financial management software packages.
- Principles and practices of labor relations and personnel administration.
- Approved principles and standard practices of centralized, budgetary and accrual accounting, and treasury management.
- Office practices, procedures, methods, and equipment.
- Pertinent federal, state, and local laws, codes and regulations including laws regulating the financial administration of City government.
- Program analyses and revenue forecasting.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of program development and administration.
- Advanced principles and practices of municipal budget preparation and administration.
- Advanced governmental accounting principles and practices.
- Financial research and report preparation methods and techniques.
- Principles of supervision, training and performance evaluation.

Ability to:

- Prepare journal entries.
- Enter information into databases and/or spreadsheets.
- Record, analyze, verify, reconcile, and report accounting transactions.
- Prepare accounting statements and reports.
- Maintain records.
- Solve problems.
- Research discrepancies.
- Handle multiple tasks simultaneously.
- Prepare a variety of accounting statements and/or tax returns.
- Analyze and evaluate complex accounting and/or auditing situations.
- Apply accounting procedures and principles.
- Interpret and apply applicable laws, rules, and regulations.
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction.
- Write memos, reports, email document procedures and prepare recommendations of procedural changes.
- Work cooperatively with other City employees and the public.
- Analyze and interpret fiscal and accounting records.
- Produce documents written in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Communicate orally in the English language with other City employees, customers, consultants, and the public in a face-to-face, one-on-one or group setting and by telephone.
- Enter data or information into a computer, or other keyboard device for various business-related computer applications.

- Encourage and facilitate environment for building team efforts and problem solving of work-related issues by employees.
- Allocate limited resources in a cost-effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Develop and install sound accounting and related financial systems and procedures.
- Interpret and apply federal, state and local policies, procedures, laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public, and media representatives.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

A Bachelor's degree in accounting or closely related field. Any equivalent combination of training and experience that provides the required knowledge, skills and abilities may qualify.

Training

A minimum of four years of experience as an accountant, preferably in a municipal or government setting.

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing computers.

Physical Conditions:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involving sitting most of the time.