

## 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**

Under direction, to perform a variety of professional and technical accounting and financial reporting functions supporting City-wide operations; to maintain the accuracy of the City's ledgers and subsidiary financial systems; to maintain accurate financial records and prepare various reports; and to ensure reporting requirements are in compliance with Generally Accepted Accounting Principles (GAAP).

### **ESSENTIAL FUNCTION STATEMENTS**

*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 and technical accounting and financial reporting functions; maintain accuracy of general, revenue and expenditure ledgers and subsidiary financial systems; ensure system transactions are recorded according to GAAP and State procedures.
2. Maintain accurate financial records; prepare the City's Comprehensive Annual Financial Report including required financial statements, schedules, notes and tables.
3. Prepare proprietary financial statements and schedules in compliance with GAAP requirements; oversee accounting procedures for all proprietary operations within the City.
4. Provide assistance in the development of the annual budget; monitor budget activities; forecast funds needed for City operations; assist in preparing the final budget document for approval by City Council.
5. Coordinate the maintenance of fixed asset records and accounting including the periodic physical inventory of assets.
6. Perform internal auditing of cash operations; ensure compliance with applicable financial policies and procedures.
7. Maintain and coordinate grant accounting with other City departments and grantor agencies; ensure compliance with grant funding requirements.
8. Review and approve expenditure vouchers submitted by all City departments; ensure adherence to established guidelines.
9. Stay abreast of changes, current practices and developments in professional accounting.

## **AUXILIARY FUNCTION STATEMENTS**

1. Follow all safety rules and procedures established for work area.
2. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of governmental accounting and auditing including general ledger, debit, credit and journal entry procedures.

Generally Accepted Accounting Principles.

Principles and practices of internal auditing.

Methods and techniques of grant accounting.

Operations of manual and automated accounting systems.

Operational characteristics of the State's automated accounting system (BARS).

Advanced mathematical principles.

Principles and practices of financial record keeping and reporting.

Modern office procedures, methods and computer equipment.

Principles and practices of municipal budget preparation and administration.

Pertinent Federal, State and local codes, laws and regulations.

### **Ability to:**

Perform a variety of professional and technical accounting functions.

Complete detailed accounting transactions.

Reconcile various financial statements with the general ledger and make adjustments as necessary.

Perform internal auditing of cash operations.

Ensure grant accounting compliance with applicable guidelines.

Maintain accurate and current financial records.

Prepare accurate financial statements and reports.

Perform mathematical calculations with speed and accuracy.

Operate a variety of office equipment including a computer and associated word processing applications.

Participate in budget development.

Interpret and apply applicable Federal, State and local laws, codes and regulations.

Communicate clearly and concisely, both orally and in writing.

Understand and carry out oral and written instructions.

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 Bachelors 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:** Office environment.

**Mobility:** Sitting for prolonged periods of time; extensive use of computer keyboard.

**Vision:** Visual acuity to read numerical figures.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.