



ACCOUNTANT

CONCEPT

Performs a variety of professional accounting work including maintenance, control, analysis and development of complex financial records, reports and systems.

DISTINGUISHING CHARACTERISTICS

The Accountant classification encompasses the range of expertise involved in professional accounting work – from entry through advanced. Professional level, municipal accounting is distinguished by the application of accounting theories, concepts, principles and standards within the City's financial structure and requirements. The following outlines criteria to be considered in individual placement within the classification.

Level A This is the first level in the series for employees assigned to positions limited to work that is routine and recurring in nature, with limited scope, and performed within established procedures and guidelines. Accountants at this level are expected to apply general accounting principles and have a working knowledge of debits and credits in a governmental environment. Positions at this level may compile, maintain, examine, reconcile and interpret accounting data and reports.

Level B This is the fully qualified professional level of the series for employees assigned to work that requires the demonstrated ability to effectively perform the full range of complex accounting activity. Assignments at this level may include, but are not limited to, independent responsibility for maintenance of assigned funds; preparing and analyzing financial and investment data and reports; preparing forecasts; researching and interpreting accounting regulations; and monitoring funds for performance to budget in assigned areas.

Level C This is the advanced level and is characterized by expert competence in accounting and the assignment of the most complex accounting work. Generally, assignments at this level include independent responsibility for the creation of highly complex analyses; interpretation and application of legislative and/or administrative actions; coordination of annual audit; oversight of comprehensive annual financial report; and providing expert consultation to internal and external customers and advice to lower level accountants and support staff.

Accountants at all levels may provide training and direction to lower level support staff.

CITY OF VANCOUVER

Accountant (*Continued*)

EXAMPLES OF WORK – Responsibilities and duties may include, but are not limited to, the following. Degree of responsibility and involvement will vary, depending on assigned level in classification.

Prepare and oversee the preparation of detailed, complex financial accounting reports and statements.

Analyze financial and investment data and develop forecasts of expenditures or revenues; perform routine and complex reconciliation of accounts and subsidiary ledgers; verify and test financial data; conduct variance analysis.

Conduct research, interpret data and make recommendations on accounting related financial and investment issues related to area of assignment.

Compile necessary information to prepare the annual allocation of overhead costs to the City's operating funds.

Interpret Government Accounting Standard Board (GASB), Financial Accounting Standard Board (FASB) Statements, legislative and/or administrative actions, and/or provide oversight of the comprehensive annual financial report (CAFR).

Perform cash management functions for grant funding sources; conduct cash flow analysis; forecast cash needs; monitor cash balances and reconcile City's bank accounts.

Evaluate, select and initiate accounting related investment and financial issues; develop recommendations for policies and procedures and contribute to department fiscal planning.

Recommend investments based on analysis of market trends and investment needs as stipulated in local policy direction.

Interact with and respond to inquiries from departmental managers and staff and staff of other agencies regarding financial accounting, investment and fund balance reports.

Coordinate and/or assist with the annual audit performed by the State Auditor's Office.

Interact with securities dealers and bankers and transact investment purchases.

Interpret and explain financial-related data to managers and non-financial staff.

Perform other related duties and responsibilities as required.

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KNOWLEDGE, SKILLS, AND ABILITIES

Requirements are determined at the time of recruitment based on responsibilities of the individual position and business needs of the department.

OPERATING PRINCIPLES

Accountants are expected to work in a manner consistent with the City of Vancouver's Operating Principles; specifically: work and act as a team player in all interactions with other city employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and consistently provide quality service.