



Department:	Finance
Bargaining Unit:	Confidential
Salary Range:	C45
Last Revision:	April 1995

ACCOUNTANT

DEFINITION

Under direction, to supervise, assign, review, and participate in the work of staff responsible for providing accounting services within the Finance Department; to prepare financial reports, statements, and special financial analyses; and to perform a variety of technical tasks relative to the assigned area of responsibility.

SUPERVISION EXERCISED

Exercises direct supervision over technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing accounting services within the Finance Department.

Participate in the selection of assigned personnel as directed; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing accounting and budgeting services; implement policies and procedures.

Participate in the preparation and administration of the Department and city budget; submit budget recommendations; assist in monitoring various accounts, verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.

Analyze various budgets and accounts; produce monthly budget tracking report; provide departments with specialized information; balance activities with budget.

Prepare leases for airport building space including billing, preparing invoices, and mailing statements.

Maintain and reconcile a variety of ledgers and accounts; examine all accounting transactions to ensure accuracy; correct financial records as necessary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Prepare a variety of financial statements and reports for the Finance Director, City Manager, and other City departments.

Recommend or implement changes in accounting and auditing systems and procedures; create and maintain procedure manual(s).

Assist the general public at the front counter; respond to request and inquiries for information regarding City accounting policies and procedures.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of supervision, training, and performance evaluation.

Application of generally accepted accounting principles and procedures to a variety of accounting transactions and problems.

Government accounting principles and practices.

Principles and procedures of financial record keeping and report preparation.

Principles of municipal budget preparation and control.

Automated financial management systems and computer accounting software programs.

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

Modern office practices, methods, and computer equipment.

Principles and practices used in dealing with the public.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Supervise, organize, and review the work of technical and clerical personnel.

Select, supervise, train, and evaluate staff.

Interpret and explain city accounting and budgeting policies and procedures.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Develop, revise, install and utilize manual and automated fiscal management systems.

Prepare, examine, and verify a wide variety of financial statements, documents, and analyses.

Communicate clearly and concisely, both orally and in writing

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two (2) years of professional general or governmental accounting experience.

Training:

Equivalent to a Bachelor=s degree from an accredited college or university with major course work n accounting or a related field.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: April, 1995