

CLASS TITLE: ACCOUNTANT IV

PURPOSE OF THE CLASSIFICATION: Under general direction, performs complex accounting work involving financial information and provides support to elected officials, City departments, and Authorities, Boards, and Commission to make informed financial and performance based decisions, and performs other related assigned duties.

ESSENTIAL TASKS MAY INCLUDE:

- Prepares financial reports and operating statements in accordance with generally accepted accounting principles and presents information and recommendations as a subject matter expert to a variety of City departments, outside authorities, elected officials and the community to better analyze and develop solutions for internal and external customers.
- Prepares, reviews, and participates in accounting operations such as balancing and posting of expenditures, revenues, and journal entries to the general ledger.
- Prepares and reviews detailed records or supporting schedules including accounts payable, accounts receivable, investments, payments, collections, debt, fixed assets and accruals and performs reconciliations between the general ledger and subsidiary ledgers.
- Supports period end processes, including the annual audit, utilizing internal control procedures and systems to facilitate the recording and reporting of accurate information and recommendations made regarding procedures to improving the accuracy, completeness, oversight and transparency of financial information.
- Prepares and maintains capital asset roll-forwards and schedules by fund sources and major asset class while ensuring the accuracy of expenditures charged to bond, sales tax and other funds.
- Monitors, records, and reports on City debt service fund activities and ensure all scheduled debt payments are made and prepares drawdowns of capital expenditures related to debt in accordance with the terms of the debt issuance.
- Prepares post-award grant accounting, including financial reporting, expenditures, and revenue analysis and drawdowns of expended funds in accordance with the rules, regulations, and guidelines of funding agencies.
- Develops and/or implements costing methods to analyze and produce reports on service and program costs.
- Works collaboratively with budget analysts to advise City and Department administrators on financial management and budget development.
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting or related finance field, and four (4) years of progressively responsible accounting experience; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices, laws, and methods of accounting with particular emphasis on cost analysis and governmental accounting; considerable knowledge of auditing procedures and practices; considerable knowledge of business software and Enterprise Resource Planning (ERP) systems; considerable knowledge of general office management procedures and practices specific to accounting operations. Ability to analyze and interpret complex financial and accounting records; ability to prepare accurate and complete financial statements and reports; ability to work professionally and with integrity independently and in a team to meet the needs of internal and external customers in order to provide decision support services; ability to effectively and professionally communicate complex information to various groups; ability to function as a good steward of public funds. Skill in analyzing, consolidating, and interpreting financial data; skill in researching and resolving discrepancies and inquiries.

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Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting up to 20 pounds; occasional carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of an active Certified Public Accountant (CPA) Certification. Possession of Certified Management Accountant (CMA) preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2027

EEO Code: E-02

Pay Code: EX-40

Group: Fiscal

Series: Financial Management

Effective date: February 3, 2021