

**MAJOR FUNCTIONS**

This is functional and technical work with the primary task of reviewing, processing, and maintaining fiscal records and data that have been interfaced into the City's financial management system. An employee allocated to this class performs work covering many phases of financial, accounting, and administrative management, control and analysis. Work is semi-routine where tasks are covered by procedure or precedents, but some latitude is permitted to consider the most appropriate technique, method, or procedure to follow. Work is performed under general supervision where the work assignments are varied, although subject to instructions and established work routines, the employee is permitted some latitude to set own priorities subject to supervisor's approval. Work is reviewed through conferences, analysis of work, reports, and observation of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Receives, reviews, verifies, reconciles, and corrects electronic data essential to the City's accurate monthly financial records. Imports journals, performs edit checks, budget checks, and posts journals to the financial system. Clears errors through research and/or discussion with department staff. Runs queries and reports to assure the integrity of data being interfaced into the financial system. Prepares and posts journal entries. Analyzes and audits accounting and fiscal data, records and reports. Prepares accounting and fiscal reports, statements and summaries. Reconciles and balances financial statements and accounting records. Works closely with functional systems specialists on interfaces, journal entries, and queries as needed to balance and debug issues related to the affected areas. Assists with planning and executing various inter-departmental activities, such as monthly and fiscal year end close-outs and coordinating with City departments to complete assignments associated with same. Receives funds, prepares deposits, and reconciles various bank statements. Post transactions to proper accounts. Prepares and maintains correspondence, files and standard operating procedures. Performs related duties as required

**Other Important Duties**

Serves as a team member on various departmental project teams as needed. Assists the Financial Reporting staff as needed with special projects.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities And Skills**

Considerable knowledge of the principles and practices of accounting. Considerable knowledge of various modules of the City's business systems and their relationship to the General Ledger application. Ability to analyze complex data and reconcile differences, explain variations, and determine corrections needed. Ability to understand and implement technical oral and written instructions. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to run and analyze required queries and reports from relational database systems. Skill in operating microcomputers and related software programs and applications, such as Access, Excel, Word, etc., that are necessary for successful job performance. Must possess skills necessary for good customer service.

**Minimum Training And Experience**

Possession of an associate's degree and four years of work experience that includes the use of a relational database system, or an equivalent combination of training and experience.

Established: 08-22-15