

MAJOR FUNCTION

This is responsible subprofessional accounting or difficult independent bookkeeping work in maintaining accounting records, or reviewing payment records, financial disbursements, and overseeing the maintenance of official vendor payment files. An employee may be responsible for directing and supervising financial disbursements prior to the release of City funds, ensuring compliance of payment requests with established policies and procedures, or the maintenance of accounting controls of funds disbursed or received and for preparation of such financial data as may be required for effective management of fiscal affairs. Work requires the exercise of considerable independent judgment and use of acquired knowledge and skills in the performance of broad accounting functions. General administrative supervision is received from a technical superior who reviews work procedures for correctness of the accounting system and through periodic audits of the accounts department.

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

Coordinates the process and conducts work-in-process review (on behalf of the City Treasurer-Clerk) of City departments' requests for disbursements prior to the release of payments. Oversees the maintenance of official payment request records. Insures compliance of payment requests with established policies and procedures by voiding checks and/or notifying the Finance Department or any other City department of errors. Processes City's Electronic Fund Transactions to include wire transfers, automated clearing house payments and stop payments. Sets up and releases repetitive wire transfers to pay invoices for vendor payments for companies with established electronic bank codes. Conducts review of transfer requests to verify invoices. Checks accuracy of the related records that support expenditures, and to ensure proper authorization documents and signatures are included before wire is set up and released. Sets up and releases inter-bank transfers between the City's main operating account and the City's payroll account to fund payroll. Sets-up non-repetitive wire transfers to pay invoices for vendor payments for companies new to the City's electronic payment program or for special circumstances that require payment by wire transfer. Import off network mainframe and transmits to banks, direct deposit files so the accounts of employees are credited for each payroll. Import off network mainframe and transmit to bank, utility payment files to debit utility customer accounts that have authorized Automated Clearing House processing. Posts and maintains journals, ledgers, and other record books. Prepares periodic financial and statistical statements, reports, and tabulations. Prepares trial balances. Confers with superiors and department heads on matters relating to fiscal administrative and budgetary policy. Audits accounts in accordance with City policies within a department. Reconciles, classifies, and records daily receipts and disbursements into journals. Totals and balances receipts monthly and posts to general ledger. Posts to control accounts and reconciles bank statements. Maintains cash receipts journal. Prepares and enters records, information, and transactions in computer. Performs related work as required.

Other Important Duties

Compiles reports of taxes and insurance records. As directed, deposits funds to proper accounts and depositories. Audits and computes payrolls. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the principles and practices of bookkeeping and ability to apply this knowledge to work situations. Knowledge of the laws, rules, and regulations controlling budgetary, fiscal record keeping, and contract procedures. Ability to exercise independent judgment in evaluating situations and making decisions consistent with City Policy and division Procedures. Ability to prepare complete and accurate accounting reports and statements of considerable

complexity. Ability to keep complex records, to assemble and organize data, and to prepare reports from such reports. Ability to express oneself clearly and concisely, orally and in writing. Ability to operate standard office equipment including computers and the associated programs and applications necessary for successful job performance. Skill in operating a calculator.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of experience that includes bookkeeping or clerical accounting, or an equivalent combination of training and experience.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any designated positions allocated to this class.

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