

**MAJOR FUNCTION**

This is professional accounting work covering many phases of financial, accounting, and administrative management, control, and analysis. Work assignments are received in general form indicating results desired and allowing for questions related to major objectives and priorities of work. Work is reviewed through audits, internal checks, reports, observation, and by results obtained; and is performed under the direction of a higher-level accountant. May supervise clerical and lower-level personnel.

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

Analyzes expenditures, revenues, general ledger, budget, and other ledgers. Reviews transactions for propriety and proper allocation. Ascertains compliance with the City's established laws, procedures, and policies of an accounting, financial, and administrative control nature. Prepares, financial and special reports, analyses, and studies. Prepares and verifies journal entries. Reviews, analyzes, balances, and prepares reconciliations of various funds and accounts. Develops forms, controls, systems, and procedures to promote more effective and efficient fiscal and administrative operations. Assists in implementation and control of the City budget. Performs related work as required.

**Other Important Duties**

May supervise clerical and lower-level personnel. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of generally-accepted accounting principles. Knowledge of fiscal and administrative control principles. Knowledge of financial analysis principles. Ability to analyze and interpret financial data, tax laws, and related information. Ability to prepare financial and special reports and analyses. Ability to establish and maintain effective working relationships with superiors, subordinates, other employees, officials, and the general public. Skills in the operation of standard office equipment including calculator, and related financial and report writing applications. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in accounting or finance and two years of professional accounting experience; or possession of a bachelor's degree in accounting or finance, one year of post graduate study in accounting (30 semester hours), and one year of professional accounting experience; or possession of a bachelor's degree in accounting or finance, evidence that the CPA or CMA exam has been passed, and one year of professional accounting experience; or an equivalent combination of training and experience.

Revised: 06-18-82  
12-11-86  
02-10-87  
01-11-90  
02-20-92  
10-10-03\*  
08-10-09\*  
02-14-12