

MAJOR FUNCTION

This is advanced professional accounting work of the highest level involving the financial, accounting, and financial systems activities. Work extends from maintenance of accounting and auditing records; to preparing interim, annual, and interpretive financial reports and analyses; to grant administration; to financial systems development, maintenance, operation, or control; to interacting with departments or divisions concerning various financial, operational, and control issues. Work is performed under the general administrative direction of a technical superior and is reviewed through conferences, reports, observation, and by results obtained.

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

May plan, direct and/or review the work of professional and paraprofessional staff engaged in major phases of the financial, accounting, and financial systems activities of the City. Leads staff in: maintaining and monitoring accounting and budgetary ledgers; preparation of interim, annual, interpretive financial, administrative, operational, and compliance reports, studies, and analyses; utility, enterprise, internal service, general government, and other rate studies; financial systems review, development, implementation, maintenance, operation, and control; application of accounting and financial reporting principles; developing, maintaining, and reviewing internal controls that safeguards the City's assets and reliability of financial information, and compliance with administrative policies, legal, federal, and regulatory requirements. Serves as expert to accounting staff and other departments or divisions regarding accounting policies, guidelines, practices, and accounting systems. May manage grant administration and reporting. Interacts with other departments and divisions in responding to inquiries, conducting special reviews, and ensuring compliance to laws, regulations, ordinances, and policies. May recommend the selection, advancement, transfer grievance resolution for and dismissal of professional and paraprofessional accounting personnel. May conduct performance appraisals and recommend merit increases. Assists in development of bond issues and in the evaluation and implementation of alternative financing methods. Performs related work as required.

Other Important Duties

Prepares agenda requests; monitors City Commission meetings, agendas, and summaries. Serves on cross-functional teams and committees as assigned. May act for section manager in his/her absence, if needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of administrative management procedures and techniques. Considerable knowledge of generally accepted accounting principles, including governmental and proprietary accounting and budgeting, and statistical concepts and methods. Considerable knowledge of management and cost accounting. Considerable knowledge of municipal and utility financial management practices. Considerable knowledge of organization, functions, and financial problems of municipal government. Considerable knowledge of applicable federal, state, and local laws, policies, rules, and regulations concerning areas of assignment. Considerable knowledge of financial and statistical analysis techniques. Considerable knowledge of financial systems functions and operations. Considerable knowledge of federal and state grant requirements. Considerable knowledge of modern office practices, techniques, and equipment. Ability to prepare difficult and complex analytical, financial, statistical and administrative reports. Ability to plan, organize, direct, supervise and train professional and paraprofessional accounting personnel. Ability to prepare difficult and complex analytical, financial, statistical, and administrative reports. Ability to communicate effectively and concisely, orally and in writing. Ability to analyze the City's financial

data, systems and programs. Ability to maintain an effective working relationship with elected and appointed officials, department heads, other governmental officials, consultants, contractors, other employees, and the general public. Skills in utilizing microcomputer programs and applications for analyses and studies necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, or a related field; and four years of professional experience in municipal, county, airport or utility accounting and finance or cost accounting, two years of which must have been in a senior or lead worker capacity; or two years of experience as Accountant III with the City; or four years of performing independent audits of a municipality, county or utility with an operating budget greater than \$50,000,000, two years of which must have been spent coordinating or working in a lead capacity in performing the audits; or an equivalent combination of training and experience. A master's degree in accounting, finance, or a related field or possession of a CPA or CMA certificate may be substituted for one year of the required experience.

Necessary Special Requirement

Aviation: In accordance with 49 CFR Part 1542, employees assigned to the airport must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

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