



Office of Human Resources
Accounting Specialist - CV2909
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General Statement of Duties

Performs specialized accounting work in the areas of financial reporting and systems administration in order to create comprehensive reports and guide management in financial decision making, and ensure compliance with fiscal rules and policies in accordance with Generally Accepted Accounting Principles.

Distinguishing Characteristics

The Accounting Specialist supports special initiatives and programs within the Controller's Office, and may support multiple client groups outside of the organization, or conduct special projects with citywide impact.

The Accountant Specialist performs some of the major duties or responsibilities described within the essential duties section of this job description and may perform various elements within those major duties and responsibilities, but the Accountant Specialist may not perform all of the essential duties outlined below.

The Accounting Specialist is distinguished from the Senior Accountant, which performs full performance level accounting work processing financial transactions and preparing financial records and reports; and, is distinguished from the Accounting Supervisor, which performs professional level supervision over professional accountants and support staff.

The following definitions are to assist in distinguishing between the three core concepts of accounting, budgeting, and finance, which are as follows:

- Accounting: Tracks, records, and reconciles financial transactions to ensure consistency and compliance with fiscal rules, and creates reports for historical records, audits, and the evaluation of financial processes and transactions.
- Budgeting: Tracks, monitors, and projects expenditures, allocates funds, oversees assets, and prepares justifications and reports with regard to a specific organizational budget and associated business needs.
- Finance: Researches, analyzes, calculates, and compiles financial data, prepares reports for business decision making, determines best use of financial resources, which includes determining interest rates, investments, and managing cash and debt.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Administers financial systems in order to design and create specialized financial reports and spreadsheets for units within the Controller's Office, works as a liaison with Technology Services to manage program applications, troubleshoots reports, databases, and financial systems, reconciles reporting errors, and makes recommendations within the highest levels of government in guiding decision making.

Designs and directs special projects with regard to financial systems that target accounting transactions, researches and analyzes accounting issues, tests and evaluates reporting for outcomes and efficiencies, streamlines processes, establishes processes and protocols, performs complex financial calculations, and creates reports for management review.

Ensures operational units within the Controller's Office are in compliance with reporting requirements and maintains fiscal accountability with regard to rules, regulations, standards, policies, and procedures in accordance with Generally Accepted Accounting Principles.

Designs and directs systems configurations for multiple financial systems, which includes the customization of applications and modules, querying reports, ensuring data integrity, troubleshooting, researching, and implementing solutions, administering security authorizations, and communicating and training staff on systems changes and report processes.

Oversees the auditing process of complex financial records and transactions, which includes the annual auditing of grants, ensures the accuracy of financial statements and records, identifies financial discrepancies, recommends and implements corrective actions, and works with external auditors to support the annual audit process.

Oversees the preparation of the City's Annual Financial Report, which includes overseeing the preparation of various financial statements such as balance sheets, revenue and cash flow statements, net position and activity statements, the preparation of workpapers on capital assets, investments and debt positions, the preparation of supplemental and statistical schedules, researching, compiling and calculating financial data, working directly with external auditors to provide information and reports, works with client groups to ensure financial statements and activities are accurate, and oversees the revisions of the prior year's posted accruals for publication of the annual report.

Oversees the review of internal financial controls and ensures controls are in alignment with the Committee of Sponsoring Organizations' guidelines and framework, which includes overseeing the designing and implement internal controls, the establishment of criteria used in the evaluation of processes to identifying deficiencies and risks, and recommending and implementing corrective actions to ensure compliance with fiscal rules and policies.

Oversees and maintains the City's debt accounting and reporting functions, which includes maintaining financial systems and records with regard to bonds and certified lease transactions, researching and reviewing related journal entries within the general ledger, working with consultants to ensure compliance with arbitrage regulations, and trains staff on financial systems and processes.

Researches and reconciles complex discrepancies with regard to journal and accounting transactions, reviews, researches and analyzes reporting errors, monitors batch processes, creates reports and compiles supporting documents for corrections within accounting systems, and guides management through corrective actions.

Works with stakeholders both internal and external to the City, responds to inquiries, provides complex and specialized information and assistance with regard to specific financial transactions, and works with client groups at the highest level of city government and public and private sectors to resolve financial discrepancies and guide financial decision making.

By position, reviews new state and federal legislation, and ordinance amendments that may impact current business processes or operations, analyzes financial impacts, and makes recommendations to management for compliance.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making -Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Financial Management - Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Mathematical Reasoning - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Project Management - Manages all aspects of one or multiple projects through initiating, planning, executing, monitoring, and closing project, complying with established control systems and rules. Monitors processes, progress, and results. Determines objectives, sets priorities, delegates work, and provides others with a clear direction. Works with others towards an agreement that may involve exchanging specific resources or resolving differences.

Knowledge & Skills

None

Education Requirement

Bachelor's Degree in Accounting, Finance, or Business Administration.

Experience Requirement

Three (3) years of full performance, professional level experience analyzing accounting functions, preparing specialized financial reports and statements, and managing accounting programs and financial systems.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

None

Working Environment

Subject to many interruptions.
Pressure due to multiple calls and inquiries.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Vision Near Acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

Walking: transporting body and objects from place-to-place.

Bending: bending at the waist to move an object from one level to another.

Kneeling: to access documents at a lower level.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-813

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: