

**POSTING IS REQUIRED**

**Classification Notice No. 1354**

To: Agency Heads and Employees  
From: Christopher M.A. Lujan, Interim Director  
Date: November 30, 2011  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Associate Accountant (806-V).**

A classification review of a finance department in the City and County of Denver identified a need to restructure the accounting classification series by creating a standard level professional accountant classification. The current classification system contains an entry level accountant and a senior level accountant. These two classifications do not fully describe all the levels of accounting duties being performed in various agencies and departments across the City. Career Service Authority (CSA) created a new classification, Associate Accountant. The new classification adds a standard performance level to the existing structure and aligns the accounting classifications with other professional series models in the classification system.

**NEW CLASS**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade</u></b>
CV2461	Associate Accountant	806-V (\$42,917 - \$68,457)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

**Public Notice of Changes:**

The scheduled time for the public hearing is **Thursday December 15, 2011 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday, December 14, 2011**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, December 13., 2011**.



## Career Service Authority

### Associate Accountant

Page 1 of 4

#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs standard level professional governmental accounting work applying generally accepted accounting principles to prepare, record, and review financial information.

#### **DISTINGUISHING CHARACTERISTICS**

This class performs standard level professional governmental accounting work on routine and moderately complex assignments and receives supervision on more complex assignments. This class is distinguished from a Staff Accountant that performs entry level professional governmental accounting work applying generally accepted accounting principles to prepare, record, and review financial information while receiving training in fiscal laws, rules, regulations, and procedures. The Associate Accountant is distinguished from the Senior Accountant that performs full performance level professional governmental accounting work including analysis and presentation of financial statements, statistical reports and budget documents and consultation with management for interpretation of the data in the decision-making process.

This class is also distinguished from the Auditor series, which describes customary audit-oriented duties, and from the Agency Budget Analyst series, which describes agency representatives involved in coordinating within an agency the development of an agency's annual budget request and monitoring the expenditures of the agency's budget.

This class is also distinguished by the following factors:

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

No supervisory responsibility.

**ESSENTIAL DUTIES**

Performs routine to moderately complex reconciliations, ledger maintenance, delinquent account collections, journal entries and inventory controls.

Uses manual and automated methods to prepare routine to complex revenue/expense reports, balance sheets and financial statements.

Reviews financial, cost or general ledgers to identify accounting data problems, errors in coding or trends in revenues/expenditures and implements corrective action.

Modifies documents and coordinates the implementation of accounting control procedures.

Reviews contract terms, grant applications, ordinance requests and state and federal legislation for fiscal impact.

Monitors financial position of a project, contract, department or agency budget and informs management of discrepancies, errors and funding surpluses/shortfalls.

Some positions may assist with providing direction to clerical and technical employees engaged in accounting activities.

Perform 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.  
.....

**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Technical Competence** - Through formal training, understands and appropriately applies procedures, requirements, regulations and policies related to specialized expertise; maintains credibility with others on technical matters.

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

**Learning** - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

**Flexibility** - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Knowledge of the principles and practices of accounting and auditing sufficient to be able to establish, maintain, understand and interpret various accounting systems, for general purposes or to assist others.

Knowledge of budgeting principles and practices sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of computers and software sufficient to be able to evaluate system capabilities and troubleshoot systems following implementation.

Knowledge of mathematics sufficient to be able to perform statistical computations and prepare reports.

Skill in writing, expressing ideas and facts clearly and utilizing proper grammatical form.

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Skill in practicing the principles of effective and persuasive communication to elicit and/or present explanatory or interpretive information.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Performs other duties as assigned or requested.

### ***Physical Demands:***

Sitting: remaining in the normal seated position.

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

***Working Environment:***

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

***Education Requirement:***

Bachelor's Degree in Accounting, Business Administration, Finance or a directly related field, including a minimum of 15 semester hours in accounting courses.

***Experience Requirement:***

One year of professional accounting experience.

***Education/Experience Equivalency:***

None.

***Licensure and/or Certification:***

None.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** xx/xx/2011

***ESTABLISHED BY:*** Meredith Creme

***CLASS HISTORY*** This is a new class.