

Job Title: Accountant

Department: Finance and Budget

Immediate Supervisor: Accounting Manager

BRIEF DESCRIPTION OF THE JOB:

Performs various accounting duties including creating and posting entries to the general ledger, reconciling accounts, bank statements, preparing tax reports, preparing analyses of expenditures and revenues, and compiling financial statements. Works closely with other city personnel and outside agencies to ensure policies and procedures are being followed. Prepares information for auditors, administer grants, assists in budget development and implementation, and participates in special projects.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Processes accounting work by creating and posting journal entries, preparing tax reports, reconciling bank statements, compiling financial statements, approving requisitions, and making accounts payable check runs.
2	S	Handles grant administrations by preparing financial reports, working with auditors, tracking spending, performing analyses of grant expenditures, and working closely with employees and outside agencies to ensure compliance with regulations.
3	S	Assists in analysis and problem solving by reconciling general ledger, reviewing and developing accounting and control policies, perform petty cash audits, assisting in special projects, performing budget analysis and providing recommendations.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	A Bachelor's degree in accounting or closely related field. CPA preferred. Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities, <i>may</i> be considered as qualifying. .
Experience	A minimum of two years experience as an accountant, preferably in a municipal or government setting.
Reading	Work requires the ability to read grant documents, manuals, legal and professional papers, financial statements, vendor invoices, and general ledger reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division as well as business math.
Writing	Work requires the ability to write memos, reports, emails, documenting procedures and preparing recommendations of procedural changes.
Managerial	Planning responsibilities include timetable for grants administration that includes procedural adherence, fiscal reporting deadlines and methods, preparing for audit reviews, obtaining new grant monies, and coordinating with employees and the grants coordinator.
Budget Responsibility	The incumbent prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the City such as Administration and Social Services which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. Employee must maintain regular attendance.

FLSA Status: Exempt
 Revised: 09/05/03
 Grade: 11

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, making copies, faxing
Sitting	C	Deskwork, meetings
Walking	O	To and from meetings
Lifting	R	Files and office supplies
Carrying	R	Files and office supplies
Reaching	R	For supplies and files, filing
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, calculator
Kneeling	R	Filing in lower drawers, obtaining files
Crouching	R	Filing in lower drawers, obtaining files
Bending	R	Filing in lower drawers, obtaining files
Vision	C	Reading, computer monitor
Hearing	F	Communicating with personnel and on telephone
Talking	F	Communicating with personnel and on telephone

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, calculator, general office supplies, computer and related software, laser or inkjet printer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Extreme Temperatures	N	Office Environment	X
Chemical Hazards	N	Noise and Vibration	N	Warehouse	
Electrical Hazards	N	Wetness/Humidity	N	Shop	
Fire Hazards	N	Respiratory Hazards	N	Vehicle	
Explosives	N	Physical Hazards	N	Outdoors	
Communicable Diseases	N			Rec/Nghbrhd Center	
Physical Danger or Abuse	N			Other (see 2 below)	
Other (see 1 below)	N				

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.