

**MAJOR FUNCTIONS**

This is responsible professional and technical accounting work in directing and supervising the review, process and maintenance of accounting and fiscal records in the City's Accounting Services Division. The primary work involves interfacing data into the financial system, assuring sufficient budget for the expenses, if applicable, and assuring that the expenses or revenues are assigned to valid accounts. The employee schedules, assigns, monitors, trains evaluates and coordinates the work of assigned staff. Work is performed under general supervision, with some latitude to use judgment to handle the varied work assignments, with review to insure conformance with prescribed policies, procedures and common practices. Work may also be reviewed through reports, feedback from customers and observations of results obtained.

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

Receives, verifies, reconciles, and corrects electronic and hard copy from which journal entries are produced. Verifies and inputs data into the financial management system. Reviews, analyzes and resolves issues related to revenue reports and financial reconciliations. Performs analysis on various financial statements and reports. Monitors financial related work processes and practices to insure compliance with all applicable operating rules and policies. Assists with planning and executing various inter-departmental activities, such as monthly and fiscal year end close-outs and coordinating with City departments to complete assignments associated with same. Recommends the hire, transfer, promotion, grievance resolution, discipline or discharge of employees. Conducts performance evaluations. Provides ongoing training of subordinates, in-depth troubleshooting and the coordination and allocation of resources to accomplish all tasks. Performs related duties as required

**Other Important Duties**

Serves as a team member on various departmental project teams as needed. Assists the Financial and Systems Analysts as needed with special projects.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities And Skills**

Considerable knowledge of the principles and practices of accounting. Considerable knowledge of various modules of the City's business systems and their relationship to the General Ledger application. Ability to analyze complex data and reconcile differences, explain variations, and determine corrections needed. Ability to understand and implement technical oral and written instructions. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to run and analyze required queries and reports from relational database systems. Skill in operating microcomputers and related software programs and applications, such as Access, Excel, Word, etc., that are necessary for successful job performance. Must possess skills necessary for good customer service.

**Minimum Training And Experience**

Possession of a bachelor's degree in business or public administration or accounting and three years of work experience that includes the use of a relational database system, or an equivalent combination of training and experience.

**Necessary Special Requirements**

Must possess a valid Class E State driver's license at the time of employment.

Established: 03-02-15