

**MAJOR FUNCTION**

This is advanced professional accounting work covering the various phases of financial, accounting, and administrative management, control, and analysis. Work assignments are received in general form indicating results desired with little, if any, guidance on how to complete assignments. Work is reviewed through audits, internal checks, reports, observation, and by results obtained, and is performed independently under the general direction of a higher-level supervisor. May supervise clerical and lower-level professional personnel.

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

Coordinates and/or prepares the City's Comprehensive Annual Financial Report, Official Statements, and meaningful and informative interpretative financial and special reports and analyses. In financial reporting, follows guidelines and work quality to assure the receipt of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. Researches, reviews, and interprets national, state, and local laws, rules, regulations, policies, procedures, and professional principles. Recommends and implements accounting and administrative controls that safeguard resources, reliability of financial information, and compliance requirements. Performs or assists with studies related to utility, enterprise, internal service, and general governmental rates and charges. Performs duties involving administrative responsibilities associated with Financial Management, budget preparation and other financial and administrative support activities. Assists in compiling and assembling capital budgets, program budgets and operating budgets. May assign, review, and supervise the work of staff involved in financial management systems. Monitors and reviews capital work orders. Gathers information for capital project status quarterly reports. Prepares budget transfer forms with accompanying object code logic and justification. Performs related work as required.

**Other Important Duties**

Provides technical information and administrative assistance relative to the quarterly program budget report. Works closely with other accounting and financial staff on financial reporting issues in Payroll, Accounts Receivable, Accounts Payable, capital projects, object codes, and year end closeout activities. Performs related work as required.

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

Extensive knowledge of generally accepted accounting principles. Considerable knowledge of fiscal and administrative control principles and financial analysis principles. Ability to prepare accurate and timely financial and special reports and analyses. Ability to establish and maintain effective working relationships with other employees, officials, and the general public. Technical ability in using financial and business software in the performance of daily responsibilities. Works well independently.

**Minimum Training And Experience**

Possession of a bachelor's degree in accounting or finance and three years of professional accounting experience; or possession of a bachelor's degree in accounting or finance, one year of post graduate study in accounting (30 semester hours), and two years of professional accounting

experience; or possession of a bachelor's degree in accounting or finance, evidence that the C.P.A. or C.M.A. exam has been passed, and two years of professional accounting experience; or an equivalent combination of training and experience.

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