

MAJOR FUNCTION

This is entry level, professional accounting work covering certain phases of financial, accounting, and administrative management, control, and analysis, or providing accounting/fiscal support for federal and state contracts and grants. Primary functions include governmental fund accounting activities of the City in accordance with generally accepted accounting principles (GAAP) and governmental accounting, auditing and financial reporting (GAAFR) standards. Work may also include basic accounting support related to grants management and basic knowledge of Federal CFRs, state and local rules associated with public grants funding. Work also includes the maintenance and support of the City's accounting systems and related modules or programs. Work assignments are received in general form indicating the results desired work is reviewed through audits, internal checks, reports, observation, and by results obtained. Work is performed under the close supervision of a higher-level accountant or supervisor/manager.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Performs routine accounting functions and financial analysis work in accordance with generally accepted accounting principles (GAAP) and governmental accounting, auditing, and financial reporting (GAAFR) standards. Performs routine analyses of expenditures, revenues, general ledger, budget, and other reports. Prepares, reviews, and verifies basic journal entries. Reviews transactions for propriety and proper allocation, and takes corrective action if needed. Conducts routine reviews, analyses, or reconciliations of funds and accounts. Ascertains compliance with the City's accounting, financial and administrative policies and procedures. Approves requisitions or disbursements against projects for purchasing, and processes payments on contracts. Prepares accounts receivable or accounts payable invoices. Perform basic reconciliation of transactions to reports. Provides transactional support for higher-level accountants during heavy workloads and/or staff absences. Assists with monthly or annual close-out process. Assists with preparing monthly, annual or special financial statements, statistical statements, reports, studies, or analyses. May prepare basic draft billings or drawdowns of grants funds for assigned grant programs. Provides testing support for accounting system upgrades and new module implementations. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Entry-level knowledge of generally-accepted accounting principles (GAAP) or governmental accounting, auditing, and financial reporting (GAAFR) standards. Entry-level knowledge of fiscal and administrative control principles and methods. Knowledge of financial and statistical analysis techniques. Ability to prepare basic journal entries, as well as prepare basic financial statements and reports. Ability to identify basic accounting errors or deficiencies and take corrective action in accordance with GAAP. Ability to maintain accurate and complete accounting and/or financial records. Ability to analyze and interpret financial data, tax laws, and related information. Ability to establish and maintain effective working relationships with superiors, subordinates, other employees, officials, and the general public. Skilled in the operation of standard office equipment including calculator, computer and associated programs, and related financial and report writing applications.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, economics or a related field; or possession of an associate's degree in accounting, finance, economics, or a related field, and two years of relevant work experience.

Necessary Special Requirements

For designated positions, must possess a valid Class E State driver's license at the time of appointment.

Aviation: In accordance with 49 CFR Part 1542, employees assigned to the airport must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

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