

ACCOUNTANT III

NATURE OF WORK

This is advanced professional accounting work preparing complex and comprehensive City-wide financial statements, conducting audits, analyzing financial entries, and/or performing other related professional accounting activities and functions.

Work involves the responsibility for directing and coordinating an assigned division within the Finance department, such as assisting the City Controller in planning, installing, and maintaining financial accounting and auditing systems and preparing the Annual Comprehensive Financial Report. An employee in this classification exercises considerable independence in the performance of duties and receives general guidance from a superior.

EXAMPLES OF WORK PERFORMED

Performs year-end functions such as opening, closing, and adjusting accounts and funds.

Prepares or reviews financial statistics, schedules, reports and statements to provide data used in City bond sales.

Reviews and audits keno activity.

Researches tax implications and processes 1099 reporting.

Implements General Accounting Standards Board (GASB) pronouncements and follows General Accepted Accounting Standards (GAAP).

Prepares Statement of Net Positions, Statement of Activities, Balance Sheets, and Statement of Revenues and Expenditures and Changes in Fund Balances, GAAP to Budget basis, and entity wide financial statements for the Annual Comprehensive Financial Report.

Gathers information for the preparation of financial footnotes and prepares the footnotes for the Annual Comprehensive Financial Report.

Assists in the coordination of the composition, printing, and distribution of the Annual Comprehensive Financial Report.

Assists the coordination of the annual independent audit, providing records and offering explanations of entries and calculations.

Provides information to the Mayor, Finance Director, Budget Office and City Controller as to the most effective uses of general funds, special revenue funds, enterprise funds, and cost reimbursement fees.

Conducts audits over city financial and payroll systems. Performs audits of various departmental records, and internal control procedures and policies; prepares reports on findings.

Reviews and compiles department federal grant records in preparation for city-wide federal grant schedule for the Annual Comprehensive Financial Report and Single Audit on federal funding.

Initiates funds transfers per the Budget resolutions.

Maintains regular and reliable attendance.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Extensive knowledge of Generally Accepted Accounting Principles (GAAP).

Extensive knowledge of general laws and administrative policies governing municipal financial practices and procedures.

Extensive knowledge of the principles, methods and practices of fund accounting, auditing, and budgeting in government.

Extensive knowledge of Federal, State, and local laws, Federal regulations, and City policies and procedures.

Extensive knowledge of City department practices, and procedures.

Extensive knowledge of the computer applications utilized by the City.

Knowledge of GASB and GASB Pronouncements.

Ability to manage, coordinate, and evaluate the work of others.

Ability to inform and train operating department personnel on the principles and proper techniques of the City's financial software applications.

Ability to prepare informative financial reports.

Ability to independently analyze complex financial transactions.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in accounting and four years of experience in accounting procedures; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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