

MAJOR FUNCTION

This is moderately complex professional accounting work covering many phases of financial, accounting, and administrative management, control, and analysis, and/or providing accounting or fiscal support for federal and state contracts and grants. Primary functions involve general government fund accounting activities of the City in accordance with generally accepted accounting principles (GAAP) and governmental accounting, auditing, and financial reporting (GAAFR) standards, including a knowledge of governmental and fund accounting principles. Work includes accounting expertise in grants management and knowledge for 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 and programs. Work assignments are received in a general form indicating the results desired, and work is reviewed through audits, internal checks, reports, observation, and by results obtained. Work is performed independently but reviewed by a higher-level accountant or supervisor/manager.

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

Performs moderately complex governmental and fund accounting and financial analysis work in accordance with generally accepted accounting principles (GAAP) and governmental accounting, auditing, and financial reporting (GAAFR) standards. Prepares, reviews, and verifies moderately complex journal entries. Reviews, analyzes, balances, and prepares reconciliations of various funds and accounts. Prepares financial and statistical statements, reports, analyses, and studies. Compiles monthly or quarterly financial statements, statistical and annual reports and statements, special reports, and analyses as required. Prepares reports or schedules issued to federal or state regulatory agencies as required. Provides transactional support for higher-level accountants during heavy workloads and/or staff absences. May assist with the preparation of the City's Annual Comprehensive Financial Report (ACFR), Schedule of Expenditures of Federal and State Awards, Official Statements, and informative interpretive financial and special reports or analyses. Works collaboratively with internal and external partners, staff, and administrators across City government, to conducting grant research, project design, budget preparation, providing technical accounting assistance and oversight. May prepare draft billings or drawdown of grant funds for assigned grant programs. Monitors accounts receivables and revenues related to assigned funds or grants. May assist in the preparation of the Single Audit Schedule. Ensures projects are closed in an accurate and timely manner. Serves as a technical resource to staff and other departments or divisions regarding City or grant related financial policies, guidelines, practices, and financial systems. Interacts with other departments and divisions in responding to inquiries to ensure compliance. Reviews contract terms and conditions to ensure they are appropriately set up in the financial system, as well as assisting with audit requests when needed. Analyzes a variety of accounting transactions to ensure the business processes are designed to ensure compliance with the City's policies and procedures. Provides testing support for accounting system upgrades and new module implementations and assists with accounting system integrations. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of generally accepted accounting principles (GAAP), and governmental accounting, auditing, and financial reporting (GAAFR) standards, including governmental fund accounting principles, and auditing standards and procedures. Knowledge of fiscal and administrative control principles, methods, financial analysis principles, or grants management policies and procedures. Knowledge of financial and statistical analysis techniques. Ability to prepare moderately complex journal entries, as well as various financial statements and reports. Ability to identify moderately

complex accounting errors or deficiencies and take corrective action in accordance with GAAP. Ability to maintain accurate and complete accounting and/or financial records. Knowledge of regulations regarding grant proposals and applications, funding eligibility guidelines, and the transfer of funds between projects. Ability to analyze and interpret complex financial and budgetary data. Ability to prepare financial and special reports and analyses. Ability to establish and maintain effective working relationships with superiors, subordinates, other employees, officials, and the general public. Knowledge of information accounting system applications. 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 or a related field and four years of professional accounting, grant administration, budgeting, or finance experience; or possession of a master's degree in accounting or finance and three years of related experience; or possession of a bachelor's degree in accounting or finance, a CPA, CGFM, CPFO or equivalent certification and two years of related experience; or possession of an associate degree in accounting, finance or a related field and six 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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