

**MAJOR FUNCTION**

This is highly responsible, advanced professional accounting work of a supervisory nature directing and reviewing the activities of a division of accountants or other professional staff. Work involves supervising and participating in all general government fund accounting activities of a department and demonstrating advanced knowledge of generally accepted accounting principles (GAAP) and governmental accounting, auditing, and financial reporting (GAAFR) standards. Work includes the exercise of considerable judgment in planning, installing, revising, and maintaining accounting procedures and in preparing statements and reports. Supervision is exercised directly or through subordinate supervisors over all employees of the unit. Work may also include advanced accounting expertise in grants management and knowledge of Federal CFRs, state and local rules associated with public grant funding. Work extends from maintenance of accounting and auditing records; to preparing interim, annual, and interpretive financial reports and analyses; to grant administration; to financial systems development, maintenance, operation, or control; to interacting with departments or divisions concerning various financial, operational, and control issues. Work is performed under the general direction of a division manager or department director, and is reviewed through conferences, reports, observation, periodic audits, various automatic checks and by results obtained. This position is responsible for supervisory duties of other accountants, professional or administrative personnel.

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

Plans, organizes, directs and reviews the work of professional and paraprofessional staff engaged in major phases of the financial, accounting, and financial systems activities of the City. Leads staff in: maintaining and monitoring accounting and budgetary ledgers; preparation of interim, annual, interpretive financial, administrative, operational, and compliance reports, studies, and analyses; utility, enterprise, internal service, general government, and other rate studies; financial systems review, development, implementation, maintenance, operation, and control; application of accounting and financial reporting principles; developing, maintaining, and reviewing internal controls that safeguards the City's assets and reliability of financial information, and compliance with administrative policies, legal, federal, and regulatory requirements. Performs 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 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 and quarterly financial statements, statistical or annual reports and statements, special reports, and analyses as required. Serves as an accounting subject matter expert to accounting staff and other departments or divisions regarding accounting policies, guidelines, practices, and accounting systems. Plans, organizes, supervises, and participates in the City's Annual Audit and the preparation of the Annual Comprehensive Financial Report (ACFR) Schedule of Expenditures of Federal and State Awards, Official Statements or other reports as required by federal or state law, in support of the division manager and department director. Assist with the preparation of the Single Audit Schedule. Interacts with other departments and divisions in responding to inquiries, conducting special reviews, and ensuring compliance to laws, regulations, ordinances, and policies. Recommends the selection, advancement, transfer grievance resolution for and dismissal of professional and paraprofessional accounting personnel. Conducts periodic performance reviews and, if necessary, develops performance improvement plans for employees. Assists in development of bond issues and in the evaluation and implementation of alternative financing methods. Provides testing support for accounting system upgrades and new module implementations and assists with accounting system integrations. Performs related work as required.

**Other Important Duties**

Prepares agenda requests, monitors City Commission meetings, agendas, and summaries. Provides technical information and accounting 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, Fixed Assets, capital projects, object codes, and year-end closeout activities. Leads cross-functional teams and committees as assigned. May act as division manager for temporary periods in his/her absence, if needed. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Extensive knowledge of generally accepted accounting principles (GAAP) and governmental accounting, audit, and financial reporting (GAAFR) standards, including governmental fund accounting best practices, administrative management procedures and techniques, and auditing standards and procedures. Considerable knowledge of management and cost accounting. Considerable knowledge of municipal and utility financial management practices. Considerable knowledge of organization, functions, and financial problems of municipal government. Considerable knowledge of applicable federal, state, and local laws, policies, rules, and regulations concerning areas of assignment. Considerable knowledge of financial and statistical analysis techniques. Considerable knowledge of financial systems functions and operations. Considerable knowledge of federal and state grant requirements. Considerable knowledge of modern office practices, techniques, and equipment. Ability to prepare difficult and complex analytical, financial, statistical, and administrative reports. Ability to independently plan, assign, supervise and review the work of a group of professional, sub-professional, and clerical personnel in a manner conducive to optimal performance and high morale. Ability to establish and maintain effective working relationships with subordinates, other employees, City officials, and the general public. Ability to express ideas clearly, orally, and in writing. Ability to plan, organize, direct, supervise and train professional and paraprofessional accounting personnel. Ability to prepare difficult and complex analytical, financial, statistical, and administrative reports. Ability to communicate effectively and concisely, orally and in writing. Ability to analyze the City's financial data, systems, and programs. Ability to maintain an effective working relationship with elected and appointed officials, department heads, other governmental officials, consultants, contractors, other employees, and the general public. Skilled in utilizing microcomputer programs and applications for analyses and studies necessary for successful job performance. Works well independently and with minimal direction or supervision from the division manager or department director.

**Minimum Training and Experience**

Possession of a bachelor's degree in accounting, finance, or a related field and seven years of professional accounting, grants administration, budgeting, or finance experience, at least two years of which must have been in a supervisory capacity; or possession of a master's degree in accounting or finance and six years of related professional experience, at least two years of which must have been in a supervisory capacity; or possession of a bachelor's degree in accounting or finance, a CPA, CGFM, CPFO or equivalent certification, and five years of related professional experience, at least two years of which must have been in a supervisory capacity;; or possession of an associate's degree in accounting, finance or a related field, and nine years of relevant professional experience, at least two years of which must have been in a supervisory capacity.

**Necessary Special Requirement**

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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