

**MAJOR FUNCTION**

This is entry level, professional accounting work covering certain phases of financial, accounting, and administrative management, control, and analysis. Work assignments are received in specific form indicating results desired and allowing for questions related to major objectives and priorities of work. Work is reviewed through audits, internal checks, reports, observation, and by results obtained, and is performed under the close direction of a higher-level accountant. Supervision may be exercised over clerical personnel.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**

Analyzes expenditures, revenue, general ledger, budget, and other reports. Reviews transactions for propriety and proper allocation. Ascertains compliance with the City's established laws, procedures, and policies of an accounting, financial, and administrative control nature. Prepares, reviews, and verifies journal entries. Assigns and sets up new account numbers in system. Approves requisitions against projects for purchasing, and processes payments on contracts. Assists in preparing regular and special financial and statistical statements, reports, studies, and analyses. Assists in developing forms, controls, systems, and procedures to promote more effective and efficient operations. Assists in the preparation and implementation of City-wide budgets. Performs related work as required.

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

Knowledge of generally-accepted accounting principles. Knowledge of governmental accounting practices and auditing standards and procedures. Knowledge of fiscal and administrative control principles. Knowledge of financial and statistical analysis techniques. Ability to prepare various financial statements and reports. 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. Skills 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 or finance and one year of professional accounting experience; or possession of a bachelors degree in accounting or finance and one year of post graduate study in accounting (30 semester hours); or possession of a bachelors degree in accounting or finance and evidence that the CPA or CMA exam has been passed; or an equivalent combination of training and experience.

Aviation: Must possess a valid Class E State driver's license at the time of appointment. 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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07-20-84  
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