

ACCOUNTANT

JOB DESCRIPTION

CITY OF PHOENIX

Employee Group: Represented

FLSA: Non-exempt

Salary: \$21.54|\$22.61|\$23.74|\$24.93|\$26.18|\$27.48

POSITION SUMMARY

The Accountant performs accounting, auditing, fiscal and related staff support functions requiring analysis, interpretation, and communication of financial data utilizing a thorough knowledge of City accounting and fiscal functions and of automated systems related to assigned work.

DISTINGUISHING FEATURES

This is a paraprofessional level accounting position performing a variety of complex technical accounting and fiscal functions. Individuals in this position at this level are expected to work independently and exercise sound judgement and initiative. Only occasional instruction or assistance is needed as new or unusual situations arise. Must be fully aware of operating procedures and accounting policies and procedures. May provide training and functional direction and guidance to lower level staff, but it is not a supervisory position.

EXAMPLES OF ESSENTIAL POSITION DUTIES

- Maintains and reconciles a variety of ledgers, reports and account records; prepares, posts, balances and reconciles transactions according to Generally Accepted Accounting Practices and procedures; examines and corrects accounting transactions to ensure accuracy.
- Analyzes and interprets data, prepares year-end audit schedules and assists with the creation of reports and documents.
- Assists in the management and maintenance of the City's financial system including, but not limited to testing, participating in updates, monitoring, researching and troubleshooting.
- Inputs, verifies and updates financial information.
- Monitors and posts capital asset activity. Creates and reconciles depreciation schedules and creates yearly asset balancing reports.
- Gathers, checks, and tabulates data used in the preparation of records and reports.
- Assists departments by providing information, explaining procedures, researching and diagnosing problems, answering questions and providing guidance regarding financial transaction.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings
- Has regular and reliable attendance
- Overtime may be required.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Requires a knowledge of generally accepted accounting principles (GAAP)
- Governmental accounting standards board (GASB) pronouncements and disclosure requirements and knowledge of government accounting and financial principals preferred.
- Ability to navigate computerized financial systems and make modifications as needed.
- Ability to prepare and interpret detailed accounting reports and financial statements
- Ability to learn and utilize new skills and information to improve job performance and efficiencies.
- Skill in problem solving, analysis, planning and organization in order to work independently and effectively plan and prioritize work to accomplish multiple projects with competing deadlines.
- Ability to provide excellent customer service and be of service to all city departments
- Ability to maintain strict confidentiality in all matters

MINIMUM REQUIREMENTS

- At least 30 quarter (20 semester) credit hours in accounting AND three years of progressively responsible financial accounting experience that includes classifying, analyzing and reconciling complex financial data and records.
- **OR**
- A combination of education and experience to equal five years of education/experience.

PHYSICAL DEMANDS

Work may include climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, grasping, talking, hearing, seeing, and repetitive motions including typing. Requires exerting up to 20 pounds occasionally. Minimal physical effort is required. May require driving and travel.

WORKING CONDITIONS

Work is generally performed in an office environment and may include exposure to disruptive people.

ADDITIONAL INFORMATION

This position description is not intended to be an exhaustive list of duties, knowledge, skills, abilities or requirements. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and activities at the City.