*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are* ***not*** *intended to reflect all duties performed within the job.*

**DEFINITION**

Supervise and coordinate work in support of the City’s professional accounting functions; maintain financial records and prepare a variety of financial statements and documents in an accurate and timely manner in conformance with generally accepted accounting principles and procedures; perform analytical duties; and provide responsible staff assistance to the Finance Director, Deputy Finance Director, and Controller.

**JOB CLASSIFICATION**

Exempt, Non-Safety Sensitive.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Controller.

Exercises direct supervision over assigned accounting staff.

**PRIMARY DUTIES**--*The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Plan, prioritize, assign, supervise and review the work of assigned staff; participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
2. Perform a variety of analytical duties in support of professional accounting functions; participate in the posting, balancing and reconciliation of the general ledger and subsidiary accounts; prepare year-end reconciliations and closing entries; audit assigned accounts; and prepare timely and accurate financial statements and documents.
3. Audit and prepare journal entries for various accounting applications; approve journal entries prepared by others.
4. Review accounts payable expenditures; review purchase orders, payment authorizations and petty cash payments for valid support, authorization and account.
5. Assist staff with coordinating the City’s external audit; ensure City compliance with audit policies and procedures; assist independent auditors; prepare audit worksheets and schedules in format required; provide requested documentation and explanation.
6. Assist with the coordination, preparation, and submission of the City’s Comprehensive Annual Financial Report and review of assigned annual tax returns to established standards.
7. Monitor payroll preparation and distribution; complete and review related periodic report preparation and tax disbursements.
8. Develop, administer, and monitor the components of the financial software system including account structure, internal controls, security, reporting, and integration with other software systems and compliance with accounting standards.
9. Assess internal control environment, structure, and policies; review, develop, recommend and implement internal financial policies, procedures, and controls.
10. Prepare, monitor and track assigned budgets.
11. Respond to, investigate and resolve concerns and/or complaints received from the public, departments and employees and explain applicable City policies.
12. Coordinate grant management functions and monitor compliance with grant policy.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting.
14. Perform other duties of a similar nature or level.

**QUALIFICATIONS**

**Knowledge of:**

Principles of supervision and training.

Operations, services and activities of a municipal accounting program including accounts payable, accounts receivable, payroll, financial reporting and budget.

Generally accepted accounting principles and their application to municipal accounting activities.

Grant funding and administration practices.

Principles and practices of general ledger preparation and reconciliation.

Principles and practices of financial analysis, record keeping, auditing and reporting.

Principles and practices of municipal budget preparation and administration.

Advanced mathematical concepts, including statistical analysis and comparison.

Automated financial information systems and integrated business office software.

Modern office technology and equipment, including computers and related software applications.

Applicable Federal, State and local codes, laws and regulations.

**Ability to:**

Oversee, direct and coordinate the work of assigned staff.

Manage and oversee regular audit procedures.

Locate, write and administer grants.

Research, prepare and analyze financial and accounting records, statements and reports.

Interpret and apply Federal, State and local policies, laws and regulations.

Independently perform the most difficult accounting tasks.

Prepare a variety of financial reports including general ledger analysis, month and year end statements.

Analyze complex accounting issues and recommend solutions to existing problems.

Comply with Payment Card Industry (PCI) standards for handling and securing payment card information.

Prepare clear and concise administrative and financial reports.

Operate and use modern office equipment including computer and various software applications.

Communicate clearly and concisely, both orally and in writing;

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Equivalent to:*

 **Experience:**

Four (4) years of increasingly responsible professional accounting experience including one (1) year of supervisory experience.

 **Training:**

Bachelor’s degree from an accredited college or university with major course work in accounting, finance, business administration or a related field.

Other combinations of experience and education that meet the minimum requirements may be substituted.

**License or Certificate**

Possession of, or ability to obtain, a valid Colorado driver’s license.

City of Grand Junction Leadership Track certification within two (2) years of appointment.

**WORKING CONDITIONS**

**Environmental Conditions**:

The job is performed in the following working environment:

Office environment.

**Physical Conditions**:

The job is characterized by:

**Sedentary Work**: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

The following physical activities are very or extremely important in accomplishing the job’s purpose and are performed on a daily basis:

While performing the duties of this job, the employee is required to sit for prolonged periods. The employee is regularly required to see, hear, talk, stand, twist and use repetitive motions in the conduct of work. The employee is also required to perform light lifting.