*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**

Perform professional accounting responsibilities in support of City financial management, including financial analysis, record keeping, reporting, auditing, payroll, accounts payable/receivable, and budget preparation. Provide support for general ledger reconciliations, grants administration, financial planning, and departmental fiscal oversight. Serve as a financial resource to departments, ensuring compliance with applicable laws, regulations, and internal controls.

**JOB CLASSIFICATION**

Exempt, Non Safety Sensitive.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Finance Supervisor.

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

1. Perform a variety of professional accounting duties involved in the processing, analysis, maintenance and auditing of accounting records, financial software, and the preparation of financial summaries and reports.

2. Perform general accounting duties including processing invoices, credit card purchases, travel authorizations and annual property assessment reports; ensure proper account coding and verify authorizations as needed.

3. Maintain and reconcile a variety of bank accounts, ledgers, and accounting records; examine and correct accounting errors; prepare adjusting journal entries; prepare bank reconciliation reports; ensure accuracy and completeness of work.

4. Develop and maintain record of capital assets; prepare reports and schedules as requested; update records as appropriate.

5. Analyze and prepare a variety of monthly, quarterly and annual reports for assigned departments including sales tax analysis, annual tax returns, trust/fund reports and grant allocations; maintain necessary records and logs.

6. Prepare, monitor and track assigned budgets. Assist in the analysis of revenue and expenses related to the preparation of the City budget; identify discrepancies and areas of concern.

7. Track, maintain and compile accounting, payroll and statistical data; prepare, reconcile and submit financial reports including monthly, quarterly and annual reports to various government agencies.

8. Serve as a financial resource to various departments; investigate and resolve complex inquiries or complaints from customers or vendors; provide information within area of assignment.

9. Prepare reports and provide support for annual closing activities and statements for the City’s external audit and provide requested information.

10. Audit and prepare journal entries for various accounting applications; review journal entries prepared by others;

 prepare and maintain reoccurring journal entries.

11. Assess internal control procedures and make recommendations; assist in the implementation of internal controls; monitor results.

12. Monitor and interpret new developments in laws and regulations related to taxes, payroll, and purchasing card industry (PCI) compliance; provide technical assistance with implementation and compliance for all departments.

13. Attend and participate in professional group meetings; stay abreast of new trends and regulations in the field of accounting.

14. Perform other duties of a similar nature or level.

**QUALIFICATIONS**

**Knowledge of:**

Methods and techniques of governmental accounting and financial management including applicable accounting functions.

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

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

Principles and practices of general ledger preparation and reconciliation.

Grant funding and administration practices.

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:**

Reconcile, verify and balance assigned accounts.

Identify and correct accounting errors.

Maintain a variety of financial records and files.

Conduct budget analysis and preparation.

Prepare a variety of clear and concise financial summaries and accounting reports.

Interpret and explain financial policies and procedures.

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

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

Participate in and conduct accounting audits.

Respond to requests and inquiries from the general public and City employees/departments.

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

Monitor and track accounting data in assigned area.

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**

*Minimum Requirements:*

 **Experience:**

 Two (2) years of professional accounting experience; government accounting experience.

 **Training:**

 Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business administration or related field

**Other:**

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

**License or Certificate**

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

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

**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 regularly required to sit, stand, reach, talk, hear, see and demonstrate manual dexterity. The employee is occasionally required to stoop, kneel, crouch, walk, grasp, and perform light lifting.