

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Chief Accountant	CLASS. CODE: 0018
DEPARTMENT:	Finance	FLSA: E
REPORTS TO:	Finance Director	DATE: 7/1/2002

Job Summary:

Oversees the management accounting section, maintains the financial records of the City of Salem, prepares and publishes the Comprehensive Annual Financial Report (CAFR), assists other departments in accessing and using the integrated Financial Information Management System (FIMS) to better financially manage their department, and works with other departments to make sure they are providing the Finance Department with accurate information.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Oversees accuracy and completeness of financial records for the City of Salem, Urban Renewal Agency of the City of Salem and of Marion Salem Data Center.
2. Manages multiple budgets.
3. Provides financial guidance to other departments when changing procedures or processes.
4. Communicates financial information and processes clearly to non- accounting personnel both within and outside city departments.
5. Works with departments to determine the financial reports they need and instructs them on how to access available financial information so they are able to effectively manage their departments.
6. Analyzes needed improvements, enhancements and automation of accounting systems and implements those changes in order to produce a CAFR.
7. Coordinates preparation of year-end schedules by various city departments so necessary materials are ready for annual audit.
8. Coordinates auditor on-site work and preparation of all schedules and financial information needed for Comprehensive Annual Financial Report (CAFR).
9. Oversees city audit of independent contractor by explaining to city staff the audit procedures that need to be applied and reviews the results of the investigation.
10. Directs staff when conducting internal audits.
11. Evaluates effectiveness of internal controls and modifies as needed.
12. As a General Ledger "superuser", oversees or performs chart of account maintenance, sets up new accounts and cost centers, completes opening and closing procedures for Purchasing, Accounts Payable, Accounts Receivable, and General Ledger(GL).
13. Works with developers and consultants to design and test reports and systems operations and formalizes procedures.
14. Coordinates the development and maintenance of a FIMS system GL procedures book.
15. Identifies, researches and analyzes problems in the FIMS system that flow to the GL from other modules. Makes recommendations to correct problems, to modify procedures or to implement changes to the computer system in coordination with Department staff, superusers of other modules and the Data Center.
16. Determines the impact of the addition or upgrade of legacy systems on the FIMS GL module and completes the process in coordination with appropriate staff.
17. Uses Oracle financial system to provide reports used to analyze correctness and completeness of financial activity.

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18. Works with an integrated accounting system monitoring the collection and positing of accounting data from other modules.
19. Prepares or oversees preparation of year-end confirmations for annual audit.
20. Assigns duties, answers questions, verifies that work remains current and clears up problems encountered.
21. Provides explanations to GL staff of accounting principles and how the principles apply to work being done.
22. Prepares and modifies job descriptions and work plan for management accounting positions.
23. Reviews and approves journal entries prepared by management accounting staff for correctness before posting to city financial records.
24. Reviews applications, prepares interview questions, convenes interview panel, summarizes interview results, and hires management accounting staff; terminates employment when necessary.

Important Job Functions

1. Provides advice to departments, Finance Director and Assistant Finance Director on issues.
2. Analyzes training needed and provides course suggestions.
3. Completes written evaluation of all new staff at three and six months anniversary and all management accounting staff on an annual basis.
4. Attends meetings and various training seminars and conferences as required.
5. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Accounting, Finance, Public Administration or a related field; and,
Five (5) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Certified Public Accountant Certification is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Accounting and auditing theory, principles, and practices and their application to a variety of fiscal transactions of a public accounting nature.

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- Modern accounting systems, its documentation, and automation of accounting systems to meet a variety of City needs.
- Considerable knowledge of modern supervisory principles and techniques, office management procedures, practices, and equipment as applied to fiscal and accounting operations.
- Contemporary office practices and procedures and basic office software products.
- Set-up, operation and maintenance of the general ledger module of the financial integrated management system.

Ability to:

- Present technical information to individuals of diverse financial experience in an understandable manner, and to communicate effectively both verbally and in writing.
- Conceptualize, analyze, develop and implement solutions to theoretical and practical, manual and automated, accounting and financial management issues.
- Analyze functions of an integrated financial management system.
- Make recommendations in the implementation and maintenance of the system.
- Develop and install standard and special accounting methods, procedures, forms and records.
- Plan, organize, instruct and supervise the work of subordinates.
- Meet with others, determine accounting system needs, perform detailed special studies and analyses, and recommend modifications to accounting systems.
- Remain focused in a multi-task environment with numerous interruptions and changes in tasks, priorities and deadlines.
- Work with a variety of people individually or as a team and to maintain effective relations with other employees and contacts outside the city.
- Create spreadsheets and operate word processing software.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods on occasion.
- Bend, kneel, or stoop.
- Lift up to 30 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.