

**CITY OF SALEM
ACCOUNTANT**

00032

NATURE OF WORK

This is professional accounting work.

Work involves responsibility for performing varied and complex accounting tasks at the professional level. Incumbents of this class often develop, revise, and install basic accounting procedures for maintaining control of cash receipt transactions, cost accounting data, general ledger accounting, self insurance funds, general long term debt account groups and may direct the modifications of procedures and controls involved in the maintenance of an accounting system. Work requires independent and responsible judgement in problem resolution according to regulations and accounting principles. Work is performed under the general direction of a supervisor. This is not a full supervisory classification, however incumbents may train others in procedures and may direct the work of others.

This work is distinguished from the Accounting Assistant III by the higher authority to manage financial accounts, the application and interpretation of the principles of professional accounting, the responsibility for processing accounting transactions, and the preparation of a variety of financial reports and schedules, which may include account research. It is distinguished from the Accountant II by the absence of full supervisory authority over others and the higher responsibilities related to special accounting assignments and the interpretation of professional accounting principles on a daily basis.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Reviews revenue/expenditure accounts, including analyses and voucher adjustments for all transactions on a monthly basis. Maintains and reconciles reports of personnel, equipment and other budgetary accounts. Maintains and reconciles records for all fund types. Reconciles funds to controls on a monthly basis. Prepares interdepartmental billings (IB's) and journal vouchers (JVs) as required. Prepares year end adjustments, reconciliations, closing JV's and other closing schedules. Assists in providing reports, information and recap schedules for external auditors.

Researches and prepares a variety of regular and special reports and/or schedules; identifies and resolves departmental/agency accounting questions. Monitors additions, deletions, and transfers to funds. Designs and presents various accounting reports to meet Department and other government agencies reporting needs. Explains accounting reports and/or schedules to receiving Department/agency. Modifies reports as needed.

Assists in the design of various accounting/reporting systems for the integrated financial computer system including report design to meet Department needs. Trains Department personnel on utilization of report information, its meaning and application to Department needs. Works with Departments/other agencies on modifications to accounting reports and schedules to meet changing needs.

Performs other related duties as assigned.

WORK QUALIFICATIONS

Experience involving responsible professional accounting preferably in a government setting; graduation from a four year college or university with major course work in accounting, finance, or business administration; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Thorough knowledge of the principles of governmental and proprietary accounting including a basic understanding of GAAP (Generally Accepted Accounting Principles) and GASB (Government Accounting Standards Board).

Considerable knowledge of modern office procedures and equipment.

Considerable knowledge of the laws, regulations, and procedures governing municipal expenditures or the ability to rapidly acquire such knowledge.

Considerable skill in the use of a personal computer and spread sheet software.

Ability to adapt to changing deadlines, interruptions, and priorities.

Ability to develop modifications and improvements in existing accounting procedures and to introduce new procedures.

Considerable ability to perform complex accounting work accurately and rapidly.

Ability to direct the work of other employees, train other employees in understanding accounting reports, and to maintain effective relations with other employees and contacts outside the organization.

Ability to effectively communicate technical basis for accounting practices to lay persons who must utilize accounting reports and/or schedules.

Ability to work independently and establish own methods to accomplish assigned responsibilities.

Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet City driving standards.

Work is performed in an office setting with standard business hours. Work may involve traveling to meetings at other locations on occasion. Work involves sufficient mental concentration and attention to details to identify accounting problems, analyze a variety of printed and computer generated data. Work requires reviewing information on computer terminals, modify computer data as needed, prepare and compose a variety of financial reports through the use of a personal computer. The work setting involves sitting for several hours, moving computer paper reports weighing up to 25 pounds, reacting to interruptions from the telephone, and customers.

Personnel Director

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