
Accountant

DEFINITION

This position performs professional/senior technical accounting work involving control over processing and maintenance of complex and diverse financial systems and records.

Work of this class involves the performance of professional/senior technical accounting duties requiring a working knowledge of professional accounting principles and practices in the maintenance of financial and budgetary records. Employees offer technical guidance to civic employees on accounting requirements. May also be required to plan, organize and work as a team leader.

Technical independence is exercised within the guidelines of established accounting system practices and municipal accounting standards and policy. Suggested modifications to the accounting system and problems requiring the application of professional accounting knowledge are reviewed with a superior prior to implementation. Work is subject to review through feedback, periodic checks and by the extent to which objectives are achieved.

Work at this level is distinguished from the Accounting Assistant level by the requirement to use senior technical and/or professional analysis and by the responsibility to exercise a significant degree of financial control over accounting and rate setting activities. Contrary to work at the Accounting Assistant level, work at this level would require a strong understanding of the overall accounting system and inter-related financial processes within a diversified accounting environment.

TYPICAL DUTIES*

Under broad supervisory direction, plans, organizes and works as a team leader with other financial and operational staff engaged in financial services activities.

Prepares and analyses operating and capital budgets and provides information to program managers to ensure accurate budget control and performance measurement.

Maintains economic and financial models used to define the cost and revenue relationships associated with the introduction or changes to products or services.

Monitors monthly consumption, revenues and customer base for fluctuations, changes and trends.

Prepares or acts as a team leader in the preparation of a variety of management level reports, including monthly revenue and expenditure statements, reports on the financial implications of selected special projects, specialized statements, projections and estimated expenditures.

Works individually or as a team leader on specialized accounting assignments.

Prepares year end financial statements and completes year-end closing of books subject to review and approval.

Provides technical and professional advice and assistance to department officials in matters pertaining to financial policy and procedure, capital financing, cost analysis and budget preparation.

Provides cost accounting services to departments in areas of general cost reporting, analysis of fixed assets and depreciation expenses, inventory reconciliation and analysis of complex profit/cost relationships.

Assists in the review and analysis of financial systems and initiates various improvements to upgrade the quality of financial and accounting systems. Initiates and implements specialized in-house financial systems on approval of superior.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of generally accepted accounting principles, requirements and practices.
- Knowledge of the application of computer based data processing in the maintenance and analysis of financial data and rate and financial models.
- Ability to maintain sustained attention to detail in checking and recording financial transactions.
- Apply a high level of analysis in providing value added financial services and recommendations to customers.
- Ability to prepare a variety of complex and diverse financial statements and reports.
- Ability to perform as a team leader for the completion of assigned functions.
- Ability to effectively communicate and maintain working relationships with all levels of management and non-management personnel.
- Ability to consult with program managers with respect to budget preparation and communicate compilation and reporting requirements.
- Thorough knowledge of the corporate financial system and it's inter-relationship to departmental accounting operations.
- Perform complex financial analysis of accounting data.
- Technical proficiency in major financial and analytical software systems.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Professional Designation or University Degree (bachelor or applied) in an accounting-related discipline coupled with three (3) years of progressively responsible accounting experience.

Opportunity Concept

University Degree (bachelor or applied) in an accounting-related discipline.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1321		1322	
Last Updated:	2007-02			
Previous Updates:	1998-12			
Originated:				