



Office of Human Resources  
Accountant Associate - CV2461  
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### General Statement of Duties

Performs intermediate-level professional accounting work. Supports moderately complex fiscal operations by processing financial transactions, and preparing financial records and reports to ensure compliance with fiscal rules and policies in accordance with Generally Accepted Accounting Principles.

### Distinguishing Characteristics

The Associate Accountant performs some of the major duties or responsibilities described within the essential duties section of this job description and perform various elements within those major duties and responsibilities, but the Associate Accountant may not perform all of the essential duties outlined below as this is a citywide classification, which encompasses a wide range of work.

The Associate Accountant services and supports a department or agency, or may service and support multiple client groups outside of the organization.

The Associate Accountant is distinguished from the Staff Accountant, which performs entry-level accounting work while in training under close supervision; and, is distinguished the Senior Accountant, which performs complex and specialized account work and assignments.

The following definitions are meant to assist in distinguishing between the three core concepts of accounting, budgeting, and finance, which are as follows:

- Accounting: Tracks, records, and reconciles financial transactions to ensure consistency and compliance with fiscal rules, and creates reports for historical records, audits, and the evaluation of financial processes and transactions.
- Budgeting: Tracks, monitors, and projects expenditures, allocates funds, oversees assets, and prepares justifications and reports with regard to a specific organizational budget and associated business needs.
- Finance: Researches, analyzes, calculates, and compiles financial data, prepares reports for business decision making, determines best use of financial resources, which includes determining interest rates, investments, and managing cash and debt.

### Essential Duties

Monitors and tracks general expenditures, ensures accuracy of requisitions, enters journal vouchers, and ensures funds are available for payment.

Reviews and analyzes moderately complex contract accounts for accounts payable and accounts receivable, reviews and approves invoices for payments, ensures contract rates and terms are accurate, and prepares journal vouchers and posts payments or draw-downs of accounts.

Supports multiple agencies and departments with purchasing activities, creates requisitions, processes invoices, and maintains records within financial systems.

Prepares accounting reports, spreadsheets, and financial statements, researches and compiles data, and assists with creating quarterly and annual reports.

Reviews, creates, and enters journal vouchers into financial systems, ensures accuracy of documents, and matches records and reports to expenses.

Reviews and analyzes grant processes for client groups, processes reimbursements of grant funds, monitors expenditures and invoices, compiles supporting documentation, ensures compliance with grant provisions, terms, and rates, and enters financial transactions into financial systems.

Reconciles discrepancies with regard to journal and financial transactions, reviews, researches, and analyzes reporting errors, and creates reports and compiles supporting documents for corrections within financial systems.

Performs moderately complex audits of financial records and transactions, reviews and matches records and statements to ensure accuracy within financial systems, identifies and researches discrepancies, and resolves or makes recommendations for corrective actions.

Maintains the inventory master list, identifies and records capital assets such as equipment, vehicles, structures, and retail concessions, ensures physical descriptions match records, and compiles supporting documentation.

Conducts special projects with regard to financial transactions, researches and analyzes accounting issues, performs financial calculations, and creates reports and compiles supporting documents for management review.

Ensures compliance and maintains fiscal accountability with regard to rules, regulations, standards, policies, and procedures in accordance with Generally Accepted Accounting Principles.

Works with stakeholders both internal and external to the City, responds to inquiries, provides increasingly more complex information and assistance with regard to accounting information and transactions, and works with client groups to resolve issues.

By position, assists with the preparation of the City's Annual Financial Report, which includes validating and calculating financial data, inputting financial data into the annual report, and working directly with external auditors to provide information and reports.

By position, assists with reviewing internal financial controls to ensure controls are in alignment with the Committee of Sponsoring Organizations' guidelines and framework, which includes mapping and diagramming business processes, researching policies and procedures, interviewing staff, and assisting with the development of tests to evaluate the effectiveness of financial processes.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Manages and Organizes Information -Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Mathematical Reasoning - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### Knowledge & Skills

None

### Level of Supervision Exercised

None

### Education Requirement

Bachelor's Degree in Accounting, Finance, or Business Administration.

### Experience Requirement

One (1) year of professional level accounting experience reconciling accounting discrepancies, analyzing expenditures, and preparing financial reports.

### Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

### Licensure & Certification

None

### Working Environment

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Bending: Bending or positioning oneself to move an object from one level to another.

Carrying: Transporting or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check

Employment Verification

Education Verification

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** EX-08

**FLSA Code:** Y

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**