

**MAJOR FUNCTION**

This is advanced professional accounting work covering the various phases of financial, accounting, and administrative management, control, and analysis, and/or providing accounting or fiscal support for federal and state contracts and grants. Primary functions involves general government fund accounting activities of the City in accordance with generally accepted accounting principles (GAAP) and governmental accounting, auditing, and financial reporting (GAAFR) standards, including an advanced knowledge of governmental and fund accounting principles. Work includes advanced accounting expertise in grants management and knowledge in the Federal CFRs, state and local rules associated with public grant funding, Work assignments are received in general form indicating results desired with little, if any, guidance on how to complete assignments. Work is reviewed through audits, internal checks, reports, observation, and by results obtained. Work is performed independently under the general direction of a supervisor or manager. May supervise lower-level professional or administrative personnel.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Performs complex governmental and fund accounting and financial analysis work in accordance with generally accepted accounting principles (GAAP) and governmental accounting, auditing, and financial reporting (GAAFR) standards. Prepares, reviews, and verifies complex journal entries. Reviews, analyzes, balances, and prepares reconciliations of various funds and accounts. Prepares financial and statistical statements, reports, analyses, and studies. Compiles monthly and quarterly financial statements, statistical or annual reports and statements, special reports, and analyses as required. Coordinates and/or prepares the City's Annual Comprehensive Financial Report, Schedule of Expenditures of Federal and State Awards, Official Statements, and meaningful and informative interpretative financial and special reports and analyses. In financial reporting, follows guidelines and work quality to assure the receipt of the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting. Researches, reviews, and interprets federal, state, and local laws, rules, regulations, policies, procedures, and professional principles. Recommends and implements accounting and administrative controls that safeguard resources, reliability of financial information, and compliance requirements. Performs or assists with studies related to utility, enterprise, internal service, and general governmental rates and charges. Performs duties involving administrative responsibilities associated with Financial Management, grant management and reporting, budget preparation and other financial and administrative support activities. Assists in compiling and assembling capital budgets, program budgets and operating budgets. Works collaboratively with internal and external partners, staff and administrators across City government, often serving as a liaison between parties, conducting grant research, project design, budget preparation, providing technical accounting assistance and oversight. Prepares draft billings or drawdown of grant funds for assigned grant programs. Monitors accounts receivables and revenues related to assigned funds or grants. Assist in the preparation of the Single Audit Schedule. Ensures projects are closed in an accurate and timely manner. Serves as an expert to staff and other departments or divisions regarding grant related financial policies, guidelines, practices, and financial systems. Interacts with other departments and divisions in responding to inquiries, conducting special reviews, and ensuring compliance. Reviews contract terms and conditions to ensure they are appropriately set up in the financial system, as well as assisting with audit requests when needed. May assign, review, and supervise the work of lower-level accounting or financial systems staff Gathers information for capital project status quarterly reports. Prepares budget transfer forms with accompanying object code logic and justification. Provides testing support for accounting system upgrades and new module implementations and assists with accounting system integrations. Performs related work as required.

Other Important Duties

Provides technical information and accounting assistance relative to the quarterly program budget report. Works closely with other accounting and financial staff on financial reporting issues in Payroll, Accounts Receivable, Accounts Payable, Fixed Assets, capital projects, object codes, and year-end closeout activities. Performs related work as required.

**DESIRABLE QUALIFICATIONS**Knowledge, Abilities And Skills

Extensive knowledge of generally accepted accounting principles (GAAP), and governmental accounting, audit, and financial reporting (GAAFR) standards, including governmental fund accounting principles, and auditing standards and procedures. Considerable knowledge of fiscal and administrative control principles, methods and financial analysis principles, grants management policies and procedures. Ability to prepare, review, and approve very complex journal entries, as well as various financial statements and reports. Ability to identify nuanced complex accounting errors or deficiencies and take corrective action in accordance with GAAP. Ability to maintain accurate and complete accounting and/or financial records. Thorough knowledge of regulations regarding grant proposals and application procedures, funding eligibility guidelines, and the transfer of funds between projects. Ability to prepare accurate and timely financial and special reports and analyses. Ability to establish and maintain effective working relationships with other employees, officials, and the general public. Skilled in the operation of standard office equipment including calculator, computer and associated programs, and related financial and report writing applications. Works well independently and takes initiative, with minimal direction from a supervisor or manager.

Minimum Training And Experience

Possession of a bachelor's degree in accounting or finance or a related field and seven years of professional accounting, grants administration, budgeting, or finance experience; or possession of a master's degree in accounting or finance and six years of related experience; or possession of a bachelor's degree in accounting or finance, a CPA, CGFM, CPFO (or equivalent) certification, and five years of related experience; or possession of an associate degree in accounting, finance or a related field and nine years of related experience.

Necessary Special Requirements

For designated positions, must possess a valid Class E State driver's license at the time of appointment.

Aviation: In accordance with 49 CFR Part 1542, employees assigned to the airport must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 02-10-87

Revised: 01-10-90

12-15-93

06-11-99

07-11-00

09-29-03\*

08-10-09\*

02-14-12

01-03-24

06-05-24

08-01-24