



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Accountant

Department: Finance

Reports to: Chief Financial Officer

Pay Grade H13

Date Established: 3/2014

Date Revised: 5/2016

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Accountant for the City of Pocatello is a professional position to develop, monitor and provide accurate and timely financial reports for both internal and external users in accordance with generally accepted accounting principles and professional standards. As one of several Accountant positions, the job has varied functions (depending on assignment) in a variety of areas including preparation of the City's Comprehensive Annual Financial Report, budget preparation, investments, inter-fund transfers, journal adjustments and reconciliation, and grant administration/reporting.

The Accountant requires a Bachelor's Degree of Business Administration in Accounting and knowledge of Governmental Accounting Standards. The job requires a least one year and preferably three years' experience in general accounting, public accounting or business/office accounting. The superior candidate will be a Certified Public Accountant.

The job requires attention to detail, the demonstrated ability to conduct detailed financial analysis and prepare periodic financial reports and projections, an attitude of cooperation, and the ability to work harmoniously with all levels of City employees, the general public and other organizations.

The work is conducted in a general office environment with stable temperatures and a moderate level of noise.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Completes bank reconciliation to balance cash transactions to book transactions. Prepares monthly cash report for presentation to the city council and the quarterly Treasurers report for publication. Closes each month and sends out Monthly Revenue and Detail Budget Expense reports to departments.

Maintains the City's fixed asset system. Records, codes and enters acquisitions into the system; records monthly fund transfers and inter-fund transactions. Reconciles credit card transactions, investment transactions and bank statements. Develops grant reimbursement requests and records grant payments.

Contributes to the development of the City's budget by building and maintaining the personnel budget database, compiling and analyzing financial data, creating reports for publication and assisting in developing budget instructions and formats.

Conducts detailed financial analysis of budgeted and actual citywide or departmental costs and revenues on behalf of city departments and/or other staff. Creates budget worksheets and financial information reports for the service level reports. Produces salary projection report. Assists departments with budget preparation, analysis and composition or other financial needs.

Assists the Finance Director in managing the City's investment portfolio and debt program. Assists in preparing financial reports. Receives, analyzes and processes complex or specialized financial transactions. Ensures compliance with applicable statutory and regulatory requirements.

Provides system and analytic support to management in order to provide accurate and timely reporting of financial information.

Designs and develops a variety of queries and complex spreadsheets to meet user needs. Develops and revises methods and procedures to establish and ensure system integrity and internal controls.

Provides general assistance with all functions and responsibilities within the Finance Department.

Researches current accounts, previous balances, source documents and related materials to develop specified information not readily available from standard reports.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Modern principles and practices of municipal finance, accounting, budgeting, purchasing, internal control and investment;
- Standards for governmental accounting and generally accepted accounting principles;
- Municipal purchasing practices, laws and codes;
- Program analysis and forecasting;
- Pertinent Federal, State, and local laws, codes and regulations;
- Accounting codes and terminology; state and federal accounting statutes and their application to work processes, policies, and requirements;
- Requirements and processing limitations of automated financial information systems;
- Municipal budgeting practices;
- Municipal investment principles and practices;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Exercise independent initiative and judgment in applying accounting procedures and agency standards to transaction processing; keep accurate records; compile information and prepare reports; analyze transactions to verify accuracy and/or identify problem sources;
- Use sophisticated financial and analytic software applications; use advanced computer skills in Microsoft Office products and specifically Excel;
- Analyze and evaluate programs, policies, and operational needs; analyze problems, identify alternative solutions, and project consequences of proposed actions;
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner;
- Interpret and apply complex Federal, State and local policies, procedures, laws, and regulations; Work independently and exercise initiative, with general guidance and supervision;
- Demonstrate strong customer service principles including issue resolution;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in Business Administration in Accounting or related field is required;
- Certified Public Accountant is preferred;
- One year and preferably three years' experience in general accounting, public accounting or business/office accounting;
- Experience in reporting a municipal investment portfolio and debt program in accordance with State laws and Council policy is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.