

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	F304
FLSA:	E
WC:	8810
PG:	510
EEO:	5

CLASSIFICATION TITLE: ACCOUNTANT

PURPOSE OF CLASSIFICATION

This position is responsible for fiscal monitoring to develop, prepare, audit, revise and/or maintain a variety of accounting and financial reports, statements, transactions and records in accordance with applicable laws, codes, statues, rules, regulations and ordinances. Employee receives general supervision by the Accounting Manager to perform tasks within a broad framework of policies and procedures and participates in decisions of meaningful impact.

ESSENTIAL FUNCTIONS

Prepares, examines, or analyzes accounting records, financial statements or other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards.

Maintains compliance with Generally Accepted Accounting Procedures (GAAP) according to GASB, FASB, and GAO.

Compiles and interprets data required to support monthly, quarterly, and annual financial reports (e.g. balance sheets, changes in net assets, and accrued interest liability).

Maintains general ledger accounts with subsidiary ledgers for all departments and programs including adjusting journal entries and reconciliation of accounts.

Reviews and analyzes financial entries to ensure correct accounting treatment, classification, and integrity of data.

Assists with all aspects of fiscal year-end closing activities including the preparation of the Comprehensive Annual Financial Report, including all adjusting and closing entries.

Possesses an understanding of the accounting and budget processes, internal controls, bookkeeping procedures, automated accounting systems, fund accounting encumbrances, accounting system requirements and knowledge of applicable laws, statues, rules, codes, and ordinances.

Work may involve financial accounting, capital asset accounting and grant accounting.

May be assigned to conduct audits of businesses licensed in the city to determine business license tax and other revenues by examining financial records and researching information obtained from other databases to ensure compliance with local laws.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting supplemented by formal training and/or experience in financial analysis and actual experience in preparing financial statements that conform to those standards or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Possession of a valid State of Georgia Driver's License and a satisfactory Motor Vehicle Record (MVR).

PERFORMANCE APTITUDES

Specific Knowledge, Skills or Abilities: Working knowledge of generally accepted accounting principles (GAAP), theory, practice and standards established by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB) relative to financial statement preparation, general ledger maintenance and reconciliation, and fund accounting. Knowledge of City, County and State laws and statutes concerning vehicle tags and titles.

Data Utilization: Ability to prepare statistical and financial information for business planning and evaluation and to analyze and solve complex accounting problems. Strong computer skills including demonstrated experience in creating complex spreadsheets, word processing, e-mail and Internet applications required (Excel, Word, etc.). Skill in using automated and computerized financial systems. Demonstrated skills to analyze information and situation independently.

Human Interaction: Excellent interpersonal, oral and written communication skills.

Equipment, Machinery, Tools, and Materials Utilization: Use of standard office equipment such as computer, calculator, scanner, copy machine, etc.

Verbal Aptitude: Knowledge of Business English, spelling and arithmetic.

Mathematical Aptitude: Identify problems and relevant factors, formulate logical conclusions and suggest alternative solutions.

Functional Reasoning: Demonstrated ability to establish and maintain cooperative working relationships with peers, the public and manager. Knowledge of City organizational structure, processes, and inter-relationships. Ability to understand and carry out written and oral instructions. Ability to work independently in the absence of specific instructions.

Situational Reasoning: Strong decision making skills. Strong organizational skills. Ability to work in a team-oriented, problem-solving environment. Ability to make decisions in accordance with standard operating procedures and supervisory directions.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.