

City and Borough Sitka, Alaska

Class Specification

Class Title	Accountant
Class Code Number	2120
FLSA Designation	Exempt (Professional)
Pay Grade and Range	29
Effective Date	September 2010

General Statement of Duties

Provides analysis, reconciliation and accounting support for City and Borough funds; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform monthly account reconciliation and closing entries, assist in the preparation of quarterly and annual financial reports and the annual audit. The work is performed under the direct supervision of the Controller but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Finance Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Reconciles all cash accounts monthly, prepares reconciliation reports and journal entries;
- Reconciles investment accounts monthly, prepares reconciliation reports and entries;
- Provides information to the Controller in the preparation of quarterly and annual financial reports, preparing schedules as directed;
- Prepares supporting schedules for annual audit;
- Performs detail account analysis as requested;
- Assists in the development and implementation of financial accounting systems and procedures and performs computations and posts to statistical and other records applying knowledge of regulations and generally accepted accounting principles and practices;
- Audits accounts and records of receipts, expenditures, billings, debt financing, contracts, cash and non-cash assets, accounting entries;
- Prepares reports for appropriate officials or agencies concerning audits, financial conditions and sources and application of funds;
- Works with the information services division to coordinate and implement the use of computer technology with assigned accounting duties and functions;
- Performs internal audits as requested;

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting and Auditing Financial Reporting (GAAFR) standards;
- Good knowledge of Federal and State fund accounting, auditing and reporting requirements;
- Good knowledge of computer and data processing technology as applied to financial, Accounting and auditing utilizations;
- Good knowledge of financial office procedures and practices;
- Ability to interpret complex financial reports and records and analysis of financial data;
- Ability to communicate well with others to secure cooperation and efficient coordination in the preparation of financial records and reports;
- Ability to prepare accurate and reliable reports containing facts, findings, conclusions and recommendations;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to operate a ten key calculator appropriate to assigned duties;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Accounting, Finance, Business Administration or closely related field of study; and
- Considerable experience in governmental or non-profit accounting; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.

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