

CHIEF ACCOUNTANT

PURPOSE AND NATURE OF WORK

Position is responsible for the activities of the General Accounting section of the Accounting division, whose work includes financial reporting, cash management, investing, general ledger, bank statement reconciliation, financial analyses, employee expense reporting/reimbursement, participates in accounting system development and implementation, and special management reports. Incumbent works under the general direction of the Accounting Manager, and exercises supervision over a small staff, which includes accountants and accounting clerks.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Schedules, supervises and personally participates in the work of personnel engaged in maintaining accounting records. Supervises and participates in the design and preparation of regular and special financial statements and reports. Counsels subordinates regarding accounting problems that do not follow prescribed patterns and procedures. Assists and trains accountants and accounting clerks in the proper application of technical accounting principles. Involved in the technical aspects of audits such as explaining unusual results of all funds; presents interpretations and explanations. Develops, monitors and reports on important financial indicators. Gathers and evaluates cost data and audit information, and corrects entries. Monitors financial position of various funds.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of policies, procedures and methods of budget preparation, cost analysis, financial forecasting and governmental accounting principles.

Thorough knowledge of the data available for developing reports, and the accounting and statistical methods for summarizing data for future managerial decisions.

Considerable knowledge of the applicable laws, regulations, procedures and processes governing the receipt and expenditure of governmental monies.

Ability to review fiscal information and make recommendations for alternative actions.

Ability to communicate effectively, both orally and in writing, with superiors, subordinates and others.

Ability to plan, organize and direct the work of subordinates.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in Accounting, considerable accounting experience involving the preparation and evaluation of accounting and statistical reports, experience in the installation and administration of a governmental accounting system, and experience in a supervisory role; or any equivalent combination of training and experience.