

## **CHIEF ACCOUNTANT**

### **PURPOSE AND NATURE OF WORK**

Position supervises and participates in the work of the General Accounting section of the Accounting Division, whose work includes all non-utility accounting, financial analyses / reporting, cash management, bond issues, debt service, general ledger, grant accounting, bank statement reconciliation, audit preparation, internal controls, and liaison, with the Accounting Manager, with external agencies such as FEMA. Incumbent works under the general direction of the Accounting Manager, and exercises supervision over a moderately sized staff of positions classified as Accountants and an Accounting Specialist.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by the incumbent in this class. All of the duties performed may not be listed.)

Maintains current knowledge of standards and regulatory requirements affecting LCG's accounting methods, analyses and reporting for non-utility departments and agencies. Supervises and participates in the design and preparation of regular and special financial and management analyses and reports. Assists and trains accountants and specialists in the proper application of technical accounting principles to LCG. Interacts with and supports work of independent auditors; presents records, makes interpretations and explanations. Develops, monitors and reports on important financial indicators. Gathers and evaluates revenue / expense data and audit information, and corrects entries. Applies knowledge of bond issues, interest rates and repayment requirements to supervise debt service and reporting. Monitors financial position of various funds and prepares periodic reports.

Supervises and participates in receiving, recording and reporting grant receipts, expenditures, reimbursements, accruals / deferrals, and final entries. Works closely with granting agencies, and grant administrators. Schedules, supervises and participates in the work of personnel performing cash flow analyses, periodic financial statements, rebilling other governments for services, for several non-utility funds.

Oversees work of grant expenditure / drawdown requests, journal entries for each fund, preparation of sales tax reports, coding of revenue deposits and expenditures, as well as franchise agreement accounting, monthly reporting for pension funds, group insurance fund, vehicle maintenance fund, CNG fund, workers' compensation billing and insurance premiums.

Supervises and participates in work of enterprise fund revenue / expense, rebilling and interfund transfers, reconciling each fund balance. Prepares annual debt service schedules.

Interacts with regulatory agencies such as IRS, State Revenue collection, and FEMA.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Thorough knowledge of LCG's fund accounting policies, procedures and methods, cost analysis, financial forecasting and requirements of Generally Accepted Accounting Principles.

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

Considerable knowledge of the applicable laws, regulations, procedures and processes governing the receipt, expenditure and reporting of governmental funds, as well as reporting requirements of bond issues.

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 EDUCATION AND EXPERIENCE**

Bachelor's degree in Accounting, with progressively responsible experience in fund accounting, experience installing and administering a governmental accounting system, or an equivalent combination of education and experience, is desired.