



CLASS TITLE | STAFF ACCOUNTANT

PAY GRADE: EX-36 | www.cityoftulsa.org/pay

Effective Date: 10/22/2025

CLASS CODE: 2135

****THIS CLASSIFICATION INCLUDES A PAY INCREASE OPPORTUNITY - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general direction, performs complex and professional accounting work involving financial information to support elected officials, City departments, and Authorities, Boards, and Commission to make informed financial and performance based decisions, and performs other related assigned duties.

ESSENTIAL TASKS:

- Prepares financial reports and operating statements in accordance with generally accepted accounting principles and presents information to a variety of City departments, authorities, and officials
- Prepares, reviews, and participates in accounting operations such as balancing and posting of expenditures, revenues, and journal entries to the general ledger
- Prepares and reviews detailed records or supporting schedules including accounts payable, accounts receivable, investments, payments, collections, debt, fixed assets and accruals and performs reconciliations between the general ledger and subsidiary ledgers
- Supports period end processes, including the annual audit, utilizing internal control procedures and systems to facilitate the recording and reporting of accurate information
- Prepares and maintains capital asset roll-forwards and schedules by fund sources and major asset class while ensuring the accuracy of expenditures charged to bond, sales tax and other funds
- Monitors, records, and reports on City debt service fund activities and ensure all scheduled debt payments are made and prepares drawdowns of capital expenditures related to debt in accordance with the terms of the debt issuance
- Prepares post-award grant accounting, including financial reporting, expenditures, and revenue analysis and drawdowns of expended funds in accordance with the rules, regulations, and guidelines of funding agencies
- Prepares costings to analyze and produce reports on service and program costs
- Works collaboratively with budget analysts and Department administrators on financial management and budget development
- Reports to work on a regular and timely basis

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



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QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduated from an accredited College or University with a bachelor's degree in accounting or related field that meets the education requirements for CPA licensure; **and,**
- (b) Three (3) years of progressively responsible accounting experience

PAY INCREASE OPPORTUNITY:

Employee will be eligible to progress to the Senior Accountant EX-40 upon possession of active CPA license, 6 months in the position, and satisfactory performance.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the principles, practices, laws, and methods of accounting with particular emphasis on cost analysis and governmental accounting.
- Auditing procedures and practices
- Business software and Enterprise Resource Planning (ERP) systems
- General office management procedures and practices specific to accounting operations

Ability to:

- Analyze and interpret complex financial and accounting records
- Prepare accurate and complete financial statements and reports
- Work professionally and with integrity independently and in a team to meet the needs of internal and external customers
- Effectively and professionally communicate information to various groups
- Function as a good steward of public funds

Skill in:

- Analyzing, consolidating, and interpreting financial data
- Researching and resolving discrepancies and inquiries



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Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting up to 20 pounds; occasional carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None Required

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-02

Group: Fiscal

Series: Financial Management