CLASS TITLE: ACCOUNTANT IV

PURPOSE OF THE CLASSIFICATION: Under direction performs supervisory and administrative professional accounting work directing the accounting division for many departments, individual funds, and/or account groups; and performs other related assigned duties.

ESSENTIAL TASKS:
- Supervises and participates in the preparation of complete financial reports and operating statements in accordance with accepted accounting principles and practices
- Reviews for form, accuracy and completeness, detailed reports showing operating and maintenance costs for a variety of work projects
- Supervises the maintenance of general and subsidiary ledgers and journals and is responsible for capitalizing charges to bond and other funds
- Prepares or reviews the calculation of IRS arbitrage Liability for Bonded Debt
- Makes recommendations to management concerning rates, fees, and user charges
- Reviews and may prepare detailed records supporting accounts payable, accounts receivable, payments, collections and accruals
- Designs and implements accounting control systems to facilitate and control the recording of information as necessary
- Accounts for a large investment portfolio including calculation and recording of accrued interest income and discount and premium amortization
- Supervises accounting for grants and reviews to ensure compliance
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting, and four (4) years of progressively responsible accounting experience; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices, and methods of accounting with particular reference to cost analysis and governmental accounting; considerable knowledge of modern office management procedures, practices, and equipment as applied to accounting operations; considerable knowledge of auditing procedures and practices; considerable knowledge of budget preparation and monitoring procedures; and considerable knowledge of data processing applications and use potential. Ability to analyze and interpret fiscal and accounting records and to prepare accurate and complete financial statements and reports; ability to plan, lay out, supervise and review the work of clerical employees; ability to supervise and participate in both internal and external audits; ability to prepare and monitor a large complex budget; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

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: Possession of Certified Public Accountant (CPA) Certification.

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

Class Code: 2027
EEO Code: E-02
Pay Code: EX-40
Group: Fiscal
Series: Financial Management

Effective date: November 7, 2016