

ACCOUNTANT 1 - 4

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional accounting work preparing financial statements, conducting audits, analyzing expenditures, processing payroll, and and/or performing other related professional accounting activities and functions. Work requires broad-based accounting knowledge and is characterized by the exercise of judgment and discretion. Accountants are found in multiple City departments, including the Comptroller's Office, City Engineering, the Water Utility and the Overture Center.

Unless specifically indicated, this series is structured to provide advancement from Accountant 1 to Accountant 2, as a function of the employee's career development and generally occurs after two years of starting employment as an Accountant 1. Progression to an Accountant 3 or 4 is not automatic, but rather is dependent upon the incumbent taking on additional duties and responsibilities as well as the needs of the department and is generally accomplished through competition.

The Accountant 1 position at the Overture Center is not part of an automatic progression series. Rather, progression to an Accountant 2 and/or 3 is dependent upon the incumbent taking on additional duties and responsibilities as well as the needs of the department.

Accountant 1

This is entry level professional accounting work. Employees perform routine professional accounting assignments under the supervision of a professional accountant or higher manager. Employees are typically assigned one or more accounting projects of limited scope. This class requires a body of theoretical knowledge applicable to a wide variety of professional accounting assignments. Work is performed under close supervision initially, and under limited supervision as employees demonstrate skill in assigned work. Employees may lead or supervise subordinate clerical or paraprofessional staff on a project basis or in a limited context.

Accountant 2

This is the objective level of the professional Accountant series. Employees perform professional assignments requiring developed judgment and discretion in the application of professional accounting theory. Work is typically performed under the general supervision of a professional accountant or higher manager. Employees perform a variety of accounting assignments and/or assume ongoing responsibility for an element of a larger accounting program, or a program of limited scope. Employees may lead or supervise subordinate clerical or paraprofessional staff on a project basis or in a limited context.

Accountant 3

This is the limited program supervisor level and/or advanced project level of the professional Accountant series. Under the general supervision of a higher manager, employees at this level supervise specific City accounting functions of limited scope and/or perform a wide variety of high level professional accounting projects or assignments. Employees typically supervise professional, paraprofessional, and/or clerical employees.

Accountant 4

This is the advanced program supervisor level of the professional accountant series. Employees at this level develop and supervise major City Accounting functions. This level is distinguished from the Accountant 3 level in that employees function with a higher degree of independence (i.e. receive less supervision), the work is more developmental in nature (as opposed to administrative), and employees are delegated greater authority in developing and implementing complex accounting programs.

Examples of Duties and Responsibilities:

Accountant 1

Perform professional financial audits. Examine routine financial statements and records for completeness and accuracy. Reconcile reports and records. Research financial history. Prepare working papers, schedules, exhibits and summaries. Examine accounting documents to verify accuracy. Determine if transactions are in accord with established policies and regulations, and acceptable accounting standards.

Provide accounting services to management by providing appropriate data, reports and statements. Interpret and recommend revisions to accounting systems.

Apply accounting principles and theory to the functions of recording, classifying, examining, and analyzing the data and records of financial transactions.

Assist in performing routine general accounting functions such as end of month statement preparation, and analysis of operating expenditures with payroll projections.

Assist in performing management audits and reviews and special studies mandated by the Mayor and Common Council.

Assist in the preparation of the City's annual operating and capital budgets.

Supervise or lead clerical or professional staff on a project basis.

Perform related work as required.

Accountant 2

Perform all work consistent with class of Accountant 1 in areas requiring greater skill level and independent action.

Examine complex financial statements and records for completeness and conformance with acceptable accounting standards.

Prepare detailed reports of financial findings and recommendations; assist managers in developing appropriate accounting systems. Monitor systems for applicability.

Assist in a variety of accounting section functions as needed in General Accounting, Enterprise, Budget and Audit or Fiscal Management.

Supervise or lead clerical or paraprofessional staff as required.

Accountant 3

Perform all work consistent with the class of Accountant 2.

Perform complex and varied professional accounting functions with a high degree of independence. Provide high level expertise in the analysis of accounting/financial issues.

Develop and implement accounting/financial systems and programs.

Prepare detailed reports and analysis, incorporating policy level recommendations.

Supervise/lead paraprofessional and/or staff.

Accountant 4

Supervise the activities and staff of the “Enterprise Section.” Maintain accounting and financial reporting systems for City Enterprise funds. Prepare annual financial reports, develop and maintain adequate reporting systems to comply with regulatory guidelines, and review the recording of transactions for enterprise funds to ensure they are consistent with regulatory guidelines, and review the recording of transactions for enterprise funds to ensure they are consistent with City budget policy, generally accepted accounting principles and regulatory guidelines. Provide professional assistance to other City departments. Review periodic and annual operating statements, provide information for the annual budget process, assist in determining appropriate investment levels and prepare or review fiscal notes pertaining to Enterprise operations.

Supervise the activities and staff of the “General Accounting” Section. Assign, prioritize, review and evaluate the work of subordinate technical and clerical support staff. Approve or reject expenditures based on City policy, budget authorization and availability of funds.

Develop and modify operating systems to facilitate new programs. Ensure that all systems remain in balance by reviewing input, output and processing. Review and improve processing techniques and answer questions relating to systems.

Prepare monthly and year-end financial statements and other reports. Coordinate year-end closing and set up of new year’s budget. Assist in the administration of grants. Answer

inquiries on City finances, policies and procedures. Provide liaison with state, federal and independent auditors.

Provide assistance to independent auditors during the annual audit process. Perform tests of accounting systems, conduct inventories, coordinate confirmation and reconciliation of payables and receivables and perform year end cut off work.

Provide assistance to City agencies in establishing internal service funds, and fixed asset account groups, reviewing financial statements, providing audit and internal control training, and reviewing and providing recommendations regarding operations.

Evaluate existing programs, methods, and procedures and develop higher level accounting systems, controls and management information tools. Assume direct authority and responsibility for assigned program areas. Independently develop extensive reports and recommendations.

Meet with department heads and City officials in providing direct accounting support and expertise, and in discussing accounting/auditing findings.

Provide high-level professional accounting support to the City Comptroller by completing a wide variety of studies, reports, or recommendations relative to topical accounting issues. Work often requires a high level of judgment and discretion, is subject to limited review, and has a major impact on City policy.

For the Water Utility, prepare the Application To Increase Water Rates that is filed with the Public Service Commission of Wisconsin. Provide responses to the regulatory agency questions and provide testimony at public hearings. Implement new schedule of water rates.

Prepare the Water Utility capital budget. Work in conjunction with Water Utility financial advisors to prepare a Revenue Bond Issue for sale, coordinate the sale date, and work with the City Treasurer to invest the bond proceeds.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Accountant I

Knowledge of professional accounting theory, principles, and practices. Knowledge of various accounting systems and their applicability to municipal financial operations. Knowledge of data processing and its application to accounting systems. Ability to apply accounting theory to operational problems. Ability to prepare routine financial statements and reports. Ability to gather, tabulate, and prepare various statistical reports. Ability to perform financial audits. Ability to follow written and/or oral instructions. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to lead or supervise clerical or paraprofessional staff. Ability to communicate effectively both orally and in writing. Ability to use computers in conducting professional accounting work. Ability to maintain adequate attendance.

Accountant 2

All of the knowledge/skills/abilities of the Accountant 1, and

Working knowledge of professional accounting theory, principles and practices. Working knowledge of various accounting systems and their applicability to municipal financial operations. Working knowledge of data processing and its application to accounting systems. Ability to prepare complex financial statements and reports. Ability to perform financial and management audits. Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues.

Accountant 3

All of the knowledge, skills and abilities of the Accountant 2, and

Thorough knowledge of professional accounting theory, principles, and practices. Thorough knowledge of various accounting systems and their applicability to municipal financial operations. Thorough knowledge of data processing and its application to accounting systems. Ability to apply accounting theory to a wide variety of operational problems. Ability to prepare comprehensive financial statements and reports. Ability to supervise and perform financial and management audits. Ability to organize work to be accomplished, and delegate tasks to subordinates. Ability to implement the day to day functions of a specific accounting program.

Accountant 4

All of the knowledge, skills and abilities of the Accountant 3, and

Ability to develop and implement comprehensive accounting systems with a high degree of independence. Ability to develop and present the oral and written findings of comprehensive financial and management audits. Ability to supervise professional and other staff.

Training and Experience:*

Accountant 1

Graduation from an accredited college or university with a bachelor's degree in Accounting, or a degree in a related program such as finance, including completion of advanced-level Accounting major coursework. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Accountant 2

Two years experience in performing professional financial audits, preparing financial reports, and reconciling reports and records, similar to that gained as an Accountant 1 with the City of Madison. Such experience would normally be obtained after graduation from an accredited college or university with a bachelor's degree in Accounting, or a degree in a related

program, such as finance, including completion of advanced-level Accounting major coursework. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Accountant 3

Four years experience in performing professional financial audits, preparing financial reports, and reconciling reports and records, similar to that gained as an Accountant 1 with the City of Madison. Such experience would normally be obtained after graduation from an accredited college or university with a bachelor’s degree in Accounting, or a degree in a related program such as finance, including completion of advanced-level Accounting major coursework. Other combinations of training and/or experiences which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these position will also be considered.

Accountant 4

Two years experience in supervising specific accounting functions such as purchasing or payroll, and/or performing a wide variety of high level professional accounting projects or assignments similar to that gained as an Accountant 3 with the City of Madison. Such experience would normally be obtained after graduation from an accredited college or university with a bachelor’s degree in Accounting, or a degree in a related program such as finance, including completion of advanced-level Accounting major coursework. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

*Specialized experience may be required on a position by position basis.

Department/Division	Comp. Group	Range
Accountant 1	18	06
Accountant 2	18	08
Accountant 3	18	10
Accountant 4	18	12

Approved: _____
 Brad Wirtz
 Human Resources Director
 _____ Date