

## CITY OF MADISON POSITION DESCRIPTION

1. ant"):

Work Phone: (608) 266-4026

2. Class Title (i.e. payroll title):

*Accountant 4*

3. Working Title (if any):

*Accountant 4*

4. Name & Class of First-Line Supervisor:

Randy Whitehead-Principal Accountant

Work Phone: (608) 266-4293

5. Department, Division & Section:

Finance Department, Accounting

6. Work Address:

210 Martin Luther King Jr. Blvd. Room 406

7. Hours/Week: 38.75

Start time: 8:00 A.M. End time: 4:30 P.M.

8. Date of hire in this position:

6/23/2014

9. From approximately what date has employee performed the work currently assigned: 09/01/2015

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10. Position Summary:

This is responsible, professional, and administrative work in planning, coordinating, and directing procurement, accounting functions, and activities of the Purchasing, Governmental, and Proprietary Accounting Services section within the Finance department. This is advanced project level work for the City's General Fund, Special Revenue Funds, Community Development Authority Funds, Enterprise, and Internal Service Funds. The employee manages city-wide procurement services including electronic bidding/proposals, contracting, encumbrance accounting, Vendor Self Service and MUNIS applications. Additionally, the employee develops, coordinates, implements and upgrades complex financial systems. This position supervises Purchasing staff, including assigning and reviewing work products, hiring, and completing employee performance reviews. Work is performed under the general supervision of the Principal Accountant, and participates in the formulation of accounting, purchasing, and financial policies and procedures. This position provides assistance to other city departments regarding complex financial accounting issues, contract negotiation, purchasing cards, and procurement policies and procedures.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 50% A. Perform professional and technical functions in purchasing and proprietary fund accounting
1. Formulate and assist with procurement ordinances, policies and procedures, encumbrance accounting and available budget compliance, bidding, RFP processing, surplus distribution, and other procurement initiatives, such as local purchasing preferences and sweat free apparel
  2. Develop, and review the City Purchasing Card Program, including adequate and accurate analysis and maintenance of spend limits and thresholds, training, rebate compliance, policy oversight, and effective contract negotiation, and compliance
  3. Negotiate, formulate, and assist with contract routing during procurement
  4. Lead and direct Finance department staff in the preparation of the City's financial statements and reporting requirements. Prepare complex accounting transactions, by applying accounting principles and theory, perform month-end statement reconciliations, assist with Legistar fiscal notes, and provide high level expertise in proper account segment coding
  5. Assist the Risk Manager to prepare accounting related transactions for the Internal Service Funds
  6. Assist with website maintenance, procedural reviews, and procurement reporting and analysis incorporating policy level recommendations
  7. Represent Purchasing on the City's contracts committee
  8. Serve as liaison to external auditors during financial audits
  9. Lead and direct Procurement User Group meetings and training sessions
- 20% B. Develop, and assist with ERP and other city-wide subsidiary systems
1. Develop, implement, upgrade and supervise accounting and procurement financial system applications, and other city-wide subsidiary systems
  2. Provide technical support and training to city departmental staff, including preparation of supporting training documentation. Maintain and recommend system policies and procedures
  3. Participate in continued system setup, review parameter settings, maintain tables and workflows, import/export data, and perform related conversions
  4. Respond timely to agency staff questions and provide subject matter expertise
- 20% B. Direct staff in order to manage daily activities and projects for Purchasing and Proprietary Accounting funds
1. Supervise professional and paraprofessional staff to ensure activities, objectives, and projects are completed timely, effectively, and efficiently
  2. Evaluate section needs, job requirements to determine cross-training efforts and other staff development opportunities
  3. Train new Finance department staff; work with current staff to develop proper accounting techniques and software efficiencies.
  4. Lead the hiring process when the need occurs, and complete employee performance evaluations.
- 10% D. Provide assistance to other City departments and elected officials
1. Serve as liaison in coordinating financial and purchasing transactions, advising personnel of accounting issues, systems, policies and procedures, local, state, and federal regulations
  2. Serve as technical advisor to elected officials and committees in evaluating and developing policies related to purchasing
  3. Attend meetings to gather and convey relevant purchasing, accounting, and contracting information
  4. Provide direction and consultation to departmental staff on an ad hoc or project basis
  5. Assist to coordinate and administer other purchasing and accounting fund program areas as appropriate

12. Primary knowledge, skills and abilities required:

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

Ability to work with various accounting/financial systems and/or database applications; work independently in determining work priorities, methods and assignments; must be organized and able to meet deadlines; ability to communicate effectively in both oral and written form; maintain effective working public relationships. Ability to maintain adequate attendance.

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13. Special tools and equipment required:

None

14. Required licenses and/or registration:

None

15. Physical requirements:

None

16. Supervision received (level and type):

Work is performed with a high degree of independence and discretion.

17. Leadership Responsibilities:

This position: ☒ is responsible for supervisory activities (Supervisory Analysis Form attached).  
☐ has no leadership responsibility.  
☐ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

☐ I prepared this form and believe that it accurately describes my position.  
☐ I have been provided with this description of my assignment by my supervisor.  
☐ Other comments (see attached).

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EMPLOYEE

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DATE

19. Supervisor Statement:

- ☒ I have prepared this form and believe that it accurately describes this position.  
I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- ☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- ☐ Other comments (see attached).

  
SUPERVISOR

10-3-16  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.