

CITY OF MADISON
POSITION DESCRIPTION

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| <p>1. Name of Employee (or "vacant"): Vacant</p> <p>Work Phone: (608) 267-1126</p> | <p>5. Department, Division & Section: Finance Department, Accounting Services,</p> |
| <p>2. Class Title (i.e. payroll title): Accountant 2. Post as Accountant 1 or 2.</p> | <p>6. Work Address: 210 Martin Luther King Jr. Blvd. Rm 406 Madison, WI 53703</p> |
| <p>3. Working Title (if any): Accountant 1 or 2</p> | |
| <p>4. Name & Class of First-Line Supervisor: Randy Whitehead, CPA Principal Accountant</p> <p>Work Phone: (608) 266-4293</p> | <p>7. Regular daily hours of work: 8:00 AM – 4:30 PM Hours/Week: 37.75</p> <p style="text-align: center;">From: To: current</p> |
| <p>8. Date of hire in this position:</p> | |
| <p>9. From approximately what date has employee performed the work currently assigned:</p> | |
| <p>10. Position Summary: This is an entry or objective level accounting position in the Finance Department. The work involves the performance of routine professional accounting assignments in the areas of fund accounting, enterprise accounting, HUD reporting, and other projects as assigned.</p> | |
| <p>11. Time % Functions and Worker Activities: (Do <u>not</u> include duties done on an "Out-of-Class" basis.)</p> <ul style="list-style-type: none"> 40 Fund accounting. Review transaction requests for governmental funds including authorization, accounting and supporting documentation. Analyze the ledger (budget and actual) and communicate findings or recommendations. Prepare supporting schedules and reconciliations. Provide guidance and review of the accounts payable and receivable processes. Funds that may be included in this area of work include: general, capital project, revolving loans, special revenue, permanent, and agency. Coordinate and lead general accounting staff as needed. 40 Enterprise Accounting. Review transaction requests for propriety including authorization, accounting and supporting documentation. Analyze the ledger (budget and actual) and communicate findings or recommendations. Prepare supporting schedules and reconciliations. Provide guidance and review of the accounts payable and receivable processes. Funds that may be included in this area of work include: CDA housing and redevelopment, sewer utility, storm water utility, parking utility, golf, and Monona Terrace. Coordinate and lead general accounting staff as needed. 10 HUD reporting. Prepare reports for HUD or WHEDA as needed to comply with federal and state guidelines. These include, but are not limited to operating subsidy submission, 900Q, REAC reporting, and VMS reporting. Coordinate and lead technical staff as needed. 10 Other projects. Coordinate external audit documentation and fieldwork. Assist with the Comprehensive Annual Financial Report and other state reporting. Assist with updates to the internal control documentation. Assist with training and maintenance of computerized accounting systems. Other projects as assigned. | |

12. Primary knowledge, skills and abilities required:

Accountant 1

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.

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.

13. Special tools and equipment required:

N/A

14. Required licenses and/or registration:

N/A

15. Physical requirements:

N/A

16. Supervision received (level and type):

Work is performed under direct supervision of a Principal Accountant.

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:

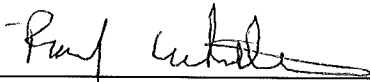
- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

Employee's Signature

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's Signature

12-20-16

Date

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

