

ENTERPRISE ACCOUNTANT 1-2

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 in the Finance Department affecting citywide operations. Work requires broad-based accounting knowledge and is characterized by the exercise of judgment and discretion. Work is performed independently within applicable policy and procedural guidelines under the supervision of a Principal Accountant or other high level manager.

Unless specifically indicated, this series is structured to provide advancement from Enterprise Accountant 1 to Enterprise Accountant 2, as a function of the employee's career development and generally occurs after two (2) years.

Enterprise Accountant 1

This is advanced professional accountant work within the Finance Department. Perform all work consistent with the class of Accountant 4. Employees at this level develop and lead 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. Employees typically lead professional, paraprofessional, and/or clerical employees and their work products.

Enterprise Accountant 2

This is senior level advanced professional accountant work within the Finance Department. Perform all work consistent with the class of Enterprise Accountant 1. Employees at this level develop and lead major City Accounting functions. This level is distinguished from the Enterprise Accountant 1 level in that employees function with the highest degree of independence (i.e. receive limited supervision), the work is highly developmental in nature (as opposed to administrative), and employees are delegated broad authority in developing and implementing complex accounting programs. Employees typically lead professional, paraprofessional, and/or clerical employees and their work products.

Examples of Duties and Responsibilities:

Enterprise Accountant 1

Perform all work consistent with the class of Accountant 3 with a greater degree of skill and independence.

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,

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 other staff and work products as required.

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 fund types, capital assets, reviewing financial statements, preparing footnote disclosures, providing audit and internal control training, reviewing and providing recommendations regarding operations, and preparing the City's Annual Comprehensive Financial Report for submission to GFOA.

Provide high-level professional accounting support to the City Finance Director 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.

Enterprise Accountant 2

Perform all work consistent with the class of Enterprise Accountant 1 with a greater degree of skill and independence.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Enterprise Accountant 1

Four (4) years of professional accounting experience in performing financial audits, preparing financial reports, and reconciling reports and records, including at least one year of experience in leading other staff in the performance of duties. Such experience would normally be obtained after graduation from an accredited college or university with an associate's degree in accounting, or a bachelor's degree in a related program such as finance, including completion of advanced-level accounting major coursework. Possession of a bachelor's degree in accounting may be substituted for one year of experience. 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.

Enterprise Accountant 2

Four (4) years of professional accounting experience in performing complex financial audits, preparing financial reports, and reconciling reports and records, including two (2) years of experience equivalent to that gained as Enterprise Accountant 1. Such experience would normally be obtained after graduation from an accredited college or university with an associate's degree in Accounting, or a bachelor's degree in a related program, such as finance, including completion of advanced-level accounting major coursework. Possession of a bachelor's degree in accounting may be substituted for one year of experience. 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.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Enterprise Accountant 1

Thorough knowledge of professional accounting theory, principles, and practices. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including accounting systems. Working knowledge of various accounting systems and their applicability to municipal financial operations. Ability to apply accounting theory to a wide variety of operational problems. Ability to prepare complex financial statements and reports. Ability to prepare comprehensive financial statements and reports. Ability to gather, tabulate, and prepare various statistical reports. Ability to develop and present the oral and written findings of comprehensive financial and management audits. Ability to supervise and perform high risk financial and management 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 develop and implement comprehensive accounting systems with a high degree of independence. Ability to

supervise professional and other staff and their respective work products. Ability to organize work to be accomplished, and delegate tasks to subordinates. Ability to communicate effectively both orally and in writing. Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues. Ability to use computers in conducting professional accounting work. Ability to maintain adequate attendance.

Enterprise Accountant 2

Thorough knowledge of professional accounting theory, principles, and practices. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including accounting systems. Working knowledge of various accounting systems and their applicability to municipal financial operations. Demonstrated ability to proficiently perform the full range of duties and responsibilities of the Enterprise Accountant 1 class. Ability to apply accounting theory to a wide variety of operational problems. Ability to prepare complex financial statements and reports. Ability to prepare comprehensive financial statements and reports. Ability to gather, tabulate, and prepare various statistical reports. Ability to develop and present the oral and written findings of comprehensive financial and management audits. Ability to supervise and perform high risk financial and management 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 develop and implement comprehensive accounting systems with a high degree of independence. Ability to supervise professional and other staff and their respective work products. Ability to organize work to be accomplished, and delegate tasks to subordinates. Ability to communicate effectively both orally and in writing. Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues. Ability to use computers in conducting professional accounting work. Ability to maintain adequate attendance.

Physical Requirements:

Work is normally performed in an office environment, using computers, telephones, copiers, etc. Employees are expected to sit or stand at a workstation for extended periods of time while performing work.

| Department/Division | Comp. Group | Range |
|----------------------------|--------------------|--------------|
| Enterprise Accountant 1 | 18 | 12 |
| Enterprise Accountant 2 | 18 | 13 |

Approved: _____
 Erin Hillson
 Human Resources Director

Date _____