



CITY OF CHATTANOOGA
Established Date: Jun 29, 2007
Revision Date: Mar 20, 2020

Accountant 2

Class Code:
0000090

Bargaining Unit: None

SALARY RANGE

\$2,179.12 - \$3,429.73 Biweekly
\$56,657.00 - \$89,173.00 Annually

SUMMARY:

Incumbents in this classification are responsible for performing complex, professional accounting activities requiring incumbents to be subject matter experts related to assignments. Duties include maintaining responsibility for City's Enterprise funds and monitoring City's long-term debt; serving as the primary contact for fiscal coordinators in various City departments. Must be familiar with federal, state and, local requirements. Work requires the use of independent professional judgment. Responsible for providing professional guidance to lower-level staff. Works under general supervision.

SERIES LEVEL:

The Accountant 2 is the second level of a three-level accountant series.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Prepares a variety of financial statements, schedules, note disclosures, statistics and reports for the City's Comprehensive Annual Financial Report (CAFR) and for management review and auditing activities, ensuring compliance with Generally Accepted Accounting Principles (GAAP).

Serves as a lead to staff to include assigning and monitoring work; scheduling work; coordinating work assignments and providing work direction.

Prepares, reviews and analyzes accounting entries and records which includes documenting errors and inconsistencies; correcting and approving payment documents; communicating issues to management and suggesting appropriate courses of action and implementing corrective actions to ensure accuracy and completeness of data.

Designs and creates a wide variety of financial reports, forms and other related items.

Serves as a liaison with internal departments to provide guidance in the preparation of payment and receipt documents, clarifying policies and applying proper operating procedures.

Prepares journal entries related to collections, liabilities and revenues to maintain records in accordance with Generally Accepted Accounting Principles (GAAP) and with Governmental Accounting Standards Board (GASB) rules on accounting practices.

Maintains enterprise fund records and information; analyzes information to determine entries required to convert from modified accrual to full accrual accounting.

Participates in/on a variety of meetings, committees, task forces and/or other related groups in order to receive and/or convey information.

Maintains long-term debt records and information which includes recording debt service payments; issuing bonds; drawing on notes and capital lease agreements; accounting for externally held bond investments; preparing reports for submittal to applicable external agencies and performing related activities.

Reviews and analyzes financial reports for externally managed City activities which includes assessing and communicating weaknesses to management and making appropriate recommendations; determining and applying appropriate accounting treatment; preparing schedules and communications for submittal to internal and external auditors and performing related activities.

Interacts with external auditors; provides financial statements, schedules and performs analytical analysis.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting, Finance or related field and three (3) years of professional accounting experience.

LICENSING AND CERTIFICATIONS:

Certified Public Accountant (CPA) preferred

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND SKILLS:

Knowledge of mathematical principles; analytical methods; payroll processes; 1099 reporting requirements; applicable Federal, State and Local laws, rules, regulations and standards; financial and governmental accounting principles and practices; investment banking principles; GAAP requirements; automated financial accounting systems; statistical methods; electronic data processing principles; GASB requirements and the Government Finance Officers Association requirements concerning the Certificate of Achievement for Excellence in Financial Reporting.

Skill in prioritizing and assigning work; preparing a variety of financial statements, forms, schedules, disclosures and statistics; handling multiple tasks simultaneously; conducting research; processing payroll taxes and deductions; preparing and maintaining accounting

records and information; reconciling accounts; using a computer and related software applications; interpreting and applying applicable laws, rules, regulations and standards; preparing reports; interpreting, analyzing and exercising independent and decisive judgment and communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.