



CITY OF CHATTANOOGA
Established Date: Mar 11, 2014
Revision Date: Dec 26, 2018

Accountant 3

Class Code:
0000091

Bargaining Unit: None

SALARY RANGE

\$2,288.08 - \$3,601.19 Biweekly
\$59,490.00 - \$93,631.00 Annually

SUMMARY:

Incumbents in this classification are responsible to assist the Accounting Manager in supervising accounting functions and for performing complex, professional accounting activities requiring incumbents to be subject matter experts related to assignments. Responsibilities include maintaining responsibility for City's Enterprise funds and monitoring City's long-term debt; serving as primary contact for fiscal coordinators in various City departments. Must be familiar with federal, state and local requirements. Duties include responsibility for assigned sections of the City's Comprehensive Annual Financial Report (CAFR). 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 3 is the third level of a four-level accountant series.

EXAMPLES OF DUTIES:

Assists Accounting Manager with supervision of staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures.

Works with the Accounting Manager to supervise the day-to-day operations of the accounting function which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, goals, objectives, systems and/or standards; ensures compliance with federal, state and local laws, regulations, codes, standards, policies and procedures.

Interprets, researches and helps implement changes to GAAP and GASB accounting standards.

Designs reporting to facilitate the preparation of the Comprehensive Annual Financial Report (CAFR) and interim financial statements for bond issues; coordinates the final production of the CAFR including design concept, layout, photography and printing.

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).

Develops financial and supporting schedules for external auditors and responds to letters of confirmation and detailed questions; reviews payment and collection documents for inclusion in auditing files.

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.

Prepares, reviews and approves a variety of accounting transactions and activities which includes journal entries prior to posting; the electronic transmission of funds for payroll taxes; access to the financial software system; requests for scheduled financial reports; requests for new funds; requests for new segments in the accounting structure; daily accounts payable check runs and other related items.

Compiles, analyzes and researches financial data and accounting records to communicate financial information.

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.

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

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

Investigates and resolves complex software related posting errors and reporting errors.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Finance or related field and four (4) years experience engaging in professional accounting activities, such as preparing a variety of financial statements and performing fund/accrual accounting for governmental funds.

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: Y/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.