



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ACCOUNTANT I

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0390

PAY RANGE CODE: 14.2 MC REVISION DATE: 10/27/16

NATURE OF WORK:

This is professional accounting work in the analysis and audit of financial records. Work involves the application of accounting principles to financial records, the establishment and maintenance of fiscal systems, and the installation of systems charges. Employees in this classification work may supervise a small group of employees. This classification involves working with relative independence, referring new or complex issues to a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Conducts continuous audits of accounts and financial records of the City departments, reviews procedures and methods for compliance with City charter provisions, ordinances, and departmental and federal guidelines, and monitors expenditures to ensure that budgetary constraints are observed.

Investigates discrepancies in accounting and other internal system shortcomings, makes recommendations for resolutions, and prepares statements and reports of audit findings.

Makes post-audit checks of original receipts against collection reports and accounts receivable.

Assists in year-end accounting functions such as opening, closing, and adjusting entries to determine the City's financial position.

Prepares payment vouchers for travel, utility, and other expenses of the departments and for private agencies for goods and services received.

Prepares billing and disbursement of funds.

Assists in budget preparations, reviewing departments' budget requests, and computing results and other revenue producing items.

Audits selected contractors to determine whether contract obligations are met.

Prepares or proofreads financial statements, projections, and reports.

Maintains subsidiary and general ledger accounts to provide financial information on special funds.

Monitors revenues such as vehicle rental occupation, wheel, restaurant, and hotel/motel tax revenues, audits the records of businesses being taxed, and prepares necessary related reports.

Checks estimates of vendors, consultants, and contractors for accuracy of prior billings and amounts owed and completes contractor payment request forms from work in progress.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of accounting and auditing principles and practices.

Knowledge of modern office systems, practices, and procedures.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to prepare accounting reports and statements.

Ability to analyze and evaluate accounting and auditing issues and to develop accurate and complete statements, reports, and recommendations.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, guidelines, and procedures.

Ability to sit from 76 to 100% of the time; to stand or type from 26 to 50% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, or lift from 0 to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 33% of the time and to use lesser amounts of force to move objects from 34 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Accounting

OR

An equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone
Printer

Calculator
Typewriter

Copier
Facsimile Machine

Previous Revision Date(s): 6/24/93
11/29/12