



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ACCOUNTANT III

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0410

PAY RANGE CODE: 23.1 MC REVISION DATE: 10/27/16

NATURE OF WORK:

This is advanced professional accounting work involving the responsibility for reviewing incoming and outgoing municipal funds. An employee in this classification exercises considerable independence in the performance of duties, supervises a number of professional and clerical subordinates, and receives general supervision from 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.)*

Selects, hires, trains, schedules, assigns, supervises, and evaluates subordinates.

Recommends revised and new accounting and auditing systems and analysis procedures.

Participates in operational cost studies of the City departments to determine projected revenues available for capital improvements and to evaluate fees charged by the City.

Analyzes and makes recommendations concerning departmental budget requests to keep within assigned constraints.

Prepares portions of the annual City budget.

Performs year-end functions such as opening, closing, and adjusting accounts and funds.

Gathers and analyzes data and prepares quarterly and annual revenue and expenditure reports.

Approves City Council documents which involve general obligation bonds, tax increment financing, debt service, special revenue funds, general fund accounts, enterprise funds, and subdivision agreements.

Prepares or reviews financial statistics, schedules, and statements to provide data used in City bond sales.

Monitors and prepares or reviews financial statements for each fund in the budget, summarizing revenues, expenditures, and fund balances as required by the City Charter.

Computes special pay figures such as pension, back pay resulting from negotiations or litigation, and pay afforded by the Fair Labor Standards Act.

Coordinates the composition, printing, and distribution of the annual budget book.

Serves on committees to ensure that statutes, ordinances, regulations, and general accounting standards are observed.

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 principles and techniques and the ability to apply and adapt established accounting methods to varied and complex accounting problems.

Knowledge of the theory and practices of governmental accounting, investments, and sound financial management.

Knowledge of the principles of sound office management.

Knowledge of the principles of public administration, especially municipal finance administration.

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 analyze complex accounting and other fiscal issues, recommend resolutions, and compile reports based on the analyses.

Ability to hire, train, assign, supervise, and evaluate a number of subordinates.

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; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, stand, walk, push, pull, lift, or type 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

AND

Five (5) years of experience in governmental 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

Calculator
Facsimile Machine

Copier
Printer

Previous Revision Date(s): 6/24/93
9/9/98
9/27/12