



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: ACCOUNTANT IV

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4042

PAY RANGE CODE: 28 AEC

REVISION DATE: 10/27/16

### **NATURE OF WORK:**

This is advanced professional administrative and supervisory accounting work in the analysis and audit of financial records. Work involves the responsibility for directing and coordinating an assigned division within the Finance department, such as assisting the Finance Director in planning, installing, and maintaining financial accounting and auditing systems and preparing, administering, and reviewing the annual operating budget, fiscal statements, and grant applications. An employee in this classification exercises considerable independence in the performance of duties which include supervision of a number of professional and clerical subordinates and receives general guidance 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.)*

Plans and manages the operations of a division of the Finance department, including selecting, hiring, assigning, supervising, and evaluating subordinate personnel and ensuring that accounting principles, state statutes, and city ordinances and regulations are observed.

Implements the municipal accounting system and assists the Finance Director in contract, budgetary, and fiscal reporting matters.

Coordinates the formulation and administration of the City budget and the continuing financial audit of revenues and expenditures of the City departments.

Supervises the year-end functions of opening, closing, and adjusting of accounts and funds in preparation for examination by independent auditors.

Oversees property control in the identification of City property and the maintenance of related records.

Ensures the proper reporting, recording, and distribution of funds of federally funded programs.

Assists in the annual independent audit, providing records and offering explanations of entries and calculations.

Supervises the preparation of quarterly financial reports and assists in the writing of bond prospectuses.

Provides information to the Mayor, Finance Director, and City Comptroller as to the most effective uses of general funds, special revenue funds, enterprise funds, and cost reimbursement fees.

Reviews annexation cost and revenue data and the six-year capital improvement program in order to make prudent financial decisions.

Supervises the payment and bookkeeping of the City's accounts payable and employee and retiree payrolls.

Represents the City in meetings with agents of other governmental entities regarding taxation and grant applications.

Prepares ordinances and resolutions transferring unencumbered balances between departments and divisions in the process of funding projects and other activities.

Coordinates federal, state, and city participation in the wastewater treatment facilities construction grant program.

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 and budgetary problems.

Knowledge of the principles and practices of large scale governmental finance administration.

Knowledge of budgetary objectives and procedures and of the laws and procedures governing budgetary activities.

Knowledge of modern accounting and office procedures and equipment.

Knowledge of the principles of supervision, organization, and administration.

Knowledge of current literature, trends, and developments in the fields of governmental accounting and public 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 plan, direct, and coordinate the work of subordinate professional and clerical personnel.

Ability to understand written or oral instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

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

Ability to sit for 76 to 100% of the time; to stand, walk, or type from 26 to 50% of the time; and to bend, stoop, squat, kneel, or lift from 0 to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects from 0 to 33% 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

Seven (7) years of experience in governmental budgeting or accounting work, three (3) years of which must have been in a supervisory capacity

OR

An equivalent combination of education and experience.

**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 primarily 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): 7/29/93  
9/9/98