



City of Phoenix ACCOUNTANT I

JOB CODE 03210

Effective Date: Rev. 10/13

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform entry-level professional accounting work involving the review of source documents used for accounting, the maintenance of ledgers, registers or other records of initial entry, the maintenance of control accounts, and the preparation of periodic and special financial reports. Some positions include supervision of Account Clerks and other clerical employees in an accounting unit, grants accounting, payroll accounting, SAP support, interaction with vendors on claims for goods and services, rate setting and charges in enterprise activities, or duties related to the budget process. These responsibilities are performed either in the central accounting office or in departmental or agency offices having separate accounting assignments. An Accountant I performs technical work in the maintenance of fiscal records applying professional accounting principles and methods. Although some independent judgment is used in the application of accounting techniques, the development or modification of procedures is subject to approval by a supervisor.

ESSENTIAL FUNCTIONS:

- Supervises and instructs accounting units and explains such office routines as trial balancing, computing accounts, and rendering and/or paying bills;
- Collects and analyzes financial data such as source documents used for accounting records of initial entry, control accounts, and financial reports;
- Analyzes and evaluates accounting problems;
- Prepares reports and statements pertinent to accounting and related data;
- Develops and modifies simple spreadsheet applications using a personal computer;
- Reviews, develops, analyzes, and modifies specific accounting procedures to ensure efficiency and accuracy;
- Updates and supervises a complete set of cost accounting records, prepares and submits monthly analysis of expenditures and revenues;
- Reviews and reconciles accounting records with those in the department and with central accounts, then submits data necessary for adjustments;
- Identifies and records capital outlay expenditures;
- Identifies, or supervises the identification of, federal funds disbursed to subcontractors;



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- Prepares fiscal reports for Federal grants; assists city staff in monitoring and reporting grants and answers questions regarding grants;
- Performs a wide variety of related accounting and administrative tasks such as reviewing service documents for accounting purposes, maintaining ledgers, recording entries, participating in the budget process, assisting in the rate setting process, and interacting with vendors;
- Reconciles and reviews checking accounts maintained by the City departments;
- Researches and makes corrections to expenditures;
- Prepares information for work order invoices to other departments;
- Writes weekly/monthly statistical reports;
- Conducts internal audits of subcontractors;
- Compiles and records statistical information;
- Prepares, examines, or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Establishes tables of accounts and assigns entries to proper accounts.
- Develops implements, modifies, and documents record keeping and accounting systems, making use of current computer technology.
- Develops, maintains, and analyzes budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Analyzes business operations, trends costs, revenues, financial commitments and obligations, to project future revenues and expenses or to provide advice.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Accounting theory, principles, and practices and its application to various accounting transactions and problems, especially with reference to public accounting.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate orally with other employees and the public in face-to-face one-on-one settings or using a telephone.
- Make arithmetic calculations (add, subtract, multiply, divide, and use percentages and averages) accurately and rapidly.
- Produce clear and accurate documents and reports using proper business English sentence structure, grammar, and punctuation.



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- Comprehend and make inferences from material written in the English language.
- Observe, compare, or monitor data to determine the accuracy of financial records.
- Analyze and evaluate accounting problems and prepare reports and statements pertinent to accounting and related data.
- Work cooperatively with other City employees and the public.
- Remain in a sitting position for long periods of time.
- Enter data or information into a terminal, PC, or other keyboard device to utilize word processing or electronic spreadsheet software.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

A bachelor's degree in accounting or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted