



City of Phoenix

ACCOUNTANT III

JOB CODE 03240

Effective Date: 11/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform professional and highly technical accounting work of a varied nature in the office of the central accounts or in an operating department of the City. Accountants III are responsible for major elements of the general accounting and budgetary system such as development of accounting and reporting systems for Federal Grants, Capital Improvement Projects, and the City's Bonded Debt or for supervision of an accounting function in a large field department. The requirement of a conceptual grasp of complex accounting systems or sub-systems, as well as new systems development, distinguishes this class from the Accountant I and II levels. Employees filling these positions also assume the role of expert in their area of responsibility and advise representatives of operating department on fiscal matters. Considerable independence is exercised in the development of procedures used in compliance with general policy.

ESSENTIAL FUNCTIONS:

- Plans, assigns and supervises the work of professional and/or paraprofessional level accounting staff;
- Develops systems for reporting grant accountability to Federal and State agencies who fund City programs such as Federal grants, capital improvement projects, and City bonded debt programs;
- Coordinates and supervises auditing, scheduling, and updating annual and quarterly budget estimates;
- Analyzes grant contract compliance requirements;
- Keeps current accounts of all bond funds and operating funds related to the capital budget;
- Evaluates and revises accounting procedures relative to central control of capital improvement projects;
- Supervises the operation of a financial reporting system that funds community based programs;
- Produces financial statements for City enterprise funds;
- Designs and installs accounting systems;
- Analyzes and interprets fiscal and accounting records and prepares accurate and complete financial statements;
- Writes financial and administrative reports and documents;
- Maintains regular and reliable attendance;



City of Phoenix

- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Accounting theory, principles, and practices and their applications.
- Federal accounting and reporting techniques as applied to Federal grants.
- Principles and practices of statistics as applied to financial and operational activities.
- Complex accounting systems, and new system development.
- Major elements of the general accounting and budgetary system.
- Personal computers and word processing and spread sheet software applications.
- Internal controls and auditing.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Work cooperatively with other City employees and the public.
- Communicate orally with co-workers, customers and the public in face-to-face one-on-one settings, or using a telephone.
- Observe, compare or monitor data to determine compliance with prescribed rules, laws, regulations and procedures.
- Enter data into a terminal, PC, or other keyboard device.
- Remain in a sitting position for extended periods of time.
- Work independently to develop procedures used in compliance with generally accepted accounting principles.
- Comprehend and make inferences from written material in the English language.
- Work safely without presenting a direct threat to self or others.
- Analyze and interpret fiscal and accounting records.
- Make arithmetic calculations (Examples: adds, subtract, divide, multiply, and figure percentages and averages).

Additional Requirements:



City of Phoenix

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

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of progressively responsible experience as a professional accountant, including some experience training and supervising paraprofessional and professional accounting personnel, and a bachelor's degree in accounting, business or public administration or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.