



City of Phoenix ACCOUNTANT IV

JOB CODE 03260

Effective Date: Rev. 10/03

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to direct the financial management of a major City department or to supervise several accounting sections which maintain Citywide accounting functions and related official City financial records. The work involves the financial management of Intergovernmental Grant Programs, Bonded Debt, cost accounting for operating budgets, the Capital Improvement Programs, Accounts Receivable and Accounts Payable. The Accountant IV is also responsible for the implementation, design, and maintenance of both cost or general accounting systems, and the revision of forms, account classifications and statements. Work is performed under general supervision with considerable latitude for independent judgment. The Accountant IV reports directly to the City Controller, the Accounting Supervisor, a department head, major division head, or a Management Services Administrator.

ESSENTIAL FUNCTIONS:

- Plans, directs, and supervises the work of professional and paraprofessional accounting staff;
- Writes complex financial reports, correspondence, and memos;
- Attends meetings and conferences where accounting policies, accounting problems, and reports are discussed;
- Analyzes and researches accounting problems and recommends solutions;
- Designs and implements accounting systems;
- Uses financial computer applications;
- Supervises the preparation of monthly and annual financial reports;
- Maintains financial controls to prevent deficit;
- Maintains regular and reliable attendance.
- 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:



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- Accounting theory, generally accepted principles and practices, and applications.
- Principles and practices of municipal finance and personnel management.

Ability to:

- Work cooperatively with other City employees and the public.
- Analyze and interpret fiscal and accounting records.
- Produce documents written in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Perform a broad range of supervisory responsibility over others.
- Comprehend and make references from material written in the English language.
- Communicate orally in the English language with other City employees, customers, consultants, and the public in a face-to-face, one-on-one or group setting and by telephone.
- Enter data or information into a computer terminal, personnel computer, or other keyboard device for various business-related computer applications.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of professional accounting experience, including at least one year in a supervisory capacity and a bachelor's degree in accounting, business or public administration or a related degree. Other combinations of experience and education which meet the minimum requirements may be substituted.