

Accountant (1513)

Task List

1. Prepares cash deposits, bank reconciliations, journal vouchers for adjusting and closing entries, financial statements, depreciation schedules, accounting documents reflecting investment transactions, cost and statistical reports, complex reports to grantors, reports of billing and collections, bond ledgers, and narrative reports as necessary.
2. Prepares documents to effect the entry, balancing, adjusting, closing and reconciling of accounting books in order to produce sound and accurate financial reports.
3. Maintains cash journals, records of encumbrances and unencumbered balances, budgetary and cost accounting records, major construction accounts, bond ledgers, and cash flow records in order to identify the current financial status of funds, balance sheets accounts, and appropriation accounts.
4. Prepares statements of receipts, expenditures, and encumbrances by running and reconciling infoadvantage reports in order to track and monitor financial changes in funds, balance sheets accounts, and appropriation accounts.
5. Establishes new accounts and prepares changes in existing accounts by referencing authoritative documents, such as Council Files and contracts, and coordinating with the Controller's Office in order to effectuate and implement the authoritative documents in the City's financial system.
6. Reviews, verifies, and classifies accounting documents including demands, requisitions, interdepartmental orders, purchase orders, and encumbrance adjustments in order to reimburse City departments and external vendors.
7. Compiles and interprets reports reflecting financial transactions by referencing infoadvantage reports and tracing back to financial documents in the Financial Management System (FMS in order to provide timely and relevant information to the departmental and external users.
8. Analyzes differences between payments made and audit findings by running reports for comparison, referencing supporting documents and back tracing original entries in order to understand the elements of audit findings and understand the recommendation.
9. Reconciles accounting records with supporting documents by matching and comparing for any discrepancies in order to ensure completeness and accuracy of financial reports.
10. Verifies compliance with contracts, agreements, or government regulations by understanding relevant factors and applying sound judgment in order to reimburse appropriate amounts and limit liability and risk.

11. Explains appropriate ordinances, regulations, legal options, and policies as necessary to accomplish accounting and auditing purposes by understanding relevant and applicable facts in order to convey the necessary information related to accounting duties to non-accounting internal and external users/customers.
12. May participate in the preparation and control of the annual budget by projecting and monitoring changes in revenues, encumbrances, and expenditures in order to assist the accomplishment of the department's balanced budget.
13. May assign and review the work of clerical employees assisting in gathering, compiling, tabulating, and computing accounting and statistical data in order to effectively accomplish the accounting sections goals and objectives.