

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Accountant I, Accountant II, Sr. Accountant	Job Code: 1108, 1110, 1111
Date: November 7, 2017	EEO Code: PR
FLSA Designation: Non-exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional and technical accounting support work of a City-wide or departmental accounting program.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor and perform duties under general supervision. The multiple levels of this career series are distinguished by the amount of supervision, knowledge, and skill needed. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

ESSENTIAL DUTIES: Accountant I: Perform financial compliance reviews of City assets using appropriate guidelines to ensure proper documentation, reporting, and safeguarding of petty cash, cash receipts, inventories, fixed assets, minor equipment, and other assets; advise financial managers and department personnel of review findings; suggest improvements to financial controls; assist in and perform project accounting responsibilities including special improvement districts, fixed assets, cash bonds, and other project accounting; research and analyze financial data; write reports; balance subsidiary ledger to the general ledger; prepare spreadsheets for data analysis; identify out-of-balance situations; coordinate fixed asset examinations; interpret data and make recommendations to correct errors or problems; assist in general and routine accounting duties; ensure accuracy of financial data; perform journal entry computations; record and balance journal entries to the general ledger; prepare audit schedules and assist in tasks related to audits; assist staff members as needed; perform other related duties as required.

Accountant II: All duties of Accountant I; may assist Budget Officer with budgetary duties; check accuracy of budget data; compute journal entries; balance budget transfers with other necessary documents; prepare reports to assist in analyzing related information; perform other related duties as required

Senior Accountant: All duties of Accountant I and II; review and approve work of subordinate employees and conduct training as needed; coordinate fixed asset examinations; interpret data and make improvement recommendations; attend meetings and seminars to stay abreast of applicable industry regulations; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Accounting, Public or Business Administration, or closely related field required at all levels. **Accountant I:** One (1) year of related experience in public finance, budgeting, or accounting. **Accountant II:** Two (2) years as an Accountant I or three (3) years of related experience in public finance, budgeting, or accounting. **Senior Accountant:** Two (2) years as an Accountant II or five (5) years of related experience in public finance, budgeting, or accounting **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience]. **NOTE:** Applicants appointed to an open career series directly at higher than entry-level must satisfactorily complete the associated advancement criteria during the probationary period.

License(s)/Certificates: A valid, lawful Driver's License may be required.

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SELECTION FACTORS: Accountant I and II: *Knowledge of:* technical accounting methods, forms, and techniques; accounting codes, classifications, and terminology pertinent to technical accounts maintenance; related laws, codes, rules, and regulations governing functions of the position; basic English composition, spelling, and grammar. ***Skill in:*** calculating and checking financial data; practicing trust-building behaviors. ***Ability to:*** develop complex spreadsheets in performing analyses; plan and organize work to meet deadlines; quickly and accurately perform work; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors.

Senior Accountant: *Extensive knowledge of:* technical accounting methods, forms, and techniques; accounting codes, classifications, and terminology pertinent to technical accounts maintenance activities; research methodology and ability to analyze and interpret a wide variety of financial management reports and data; related laws, codes, rules, and regulations governing related functions of the position; policies and procedures established for the work system; basic English composition, spelling, and grammar. ***Advanced skill in:*** detecting and analyzing financial internal control issues and formulating effective solutions; developing complex spreadsheets in presenting findings and analyses; preparing clear, concise, and informative reports; preparing and conducting professional staff presentations; organizing assigned work and developing effective working methods; practicing trust-building behaviors. ***Strong ability to:*** work with little or no supervision; supervise subordinate personnel as required; quickly and accurately perform work; communicate effectively verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors.

TOOLS AND EQUIPMENT USED: Computer, telephone, copy machine, accounting software, other office equipment.

PHYSICAL DEMANDS: Requires sitting at a computer or desk for long time periods of time, some site visits to other departments, and periodic climbing or bending to inspect City assets.

ENVIRONMENTAL FACTORS: Work is inside with little or no occupational hazards except for exposure to potentially stressful circumstances including the meeting of strict deadlines, contact with individuals in potentially difficult situations, and other stressful conditions related to the work place.



Department Director

11/7/17

Date



Mayor/Chief Administrative Officer

11/07/2017

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.