ASHEVILLE, NORTH CAROLINA

Classification Specification

Accountant I
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform financial accounting and reporting functions for the City as assigned.

Distinguishing Characteristics:

This classification is considered the entry level position in the Accountant series.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs accounting functions for assigned accounts; enters and posts financial data; prepares and approves journal entries; reconciles accounts; performs calculations and enters data into computer systems; researches errors and makes corrections as required; assists in preparing tax forms; maintains financial records; and prepares and submits related reports as required.

Prepares and maintains comprehensive files and documentation for assigned funds and account groups, ensuring compliance with approved policies and procedures, generally accepted governmental accounting principles, and applicable regulatory standards.

Processes a variety of accounts payable documentation as assigned: receives, reviews, and verifies invoices, purchase orders, requests for payment, refunds, sales taxes, travel reimbursements, etc. for accuracy, completeness, and proper authorization; enters data into accounting system for payment; prints, verifies, and submits for signature(s); and sends payments to vendors.

Processes accounts receivable documentation as assigned: processes and posts payments received for taxes, utilities, other services, or fees; reviews receipts and other financial reports; records and reconciles to general ledger accounts; prepares journal entries; makes corrections or adjustments as needed; prepares spreadsheets; and reviews and reconciles reports.

Reconciles bank statements for various accounts as assigned: prepares journal entries to general ledger from bank reconciliations to reflect interest income, bank charges, or other adjustments; and contacts bank personnel to coordinate needed corrections.

Administers procurement card (P-card) activities: imports transactions; reconciles card transactions; reviews card statements for compliance and accuracy; approves transactions; approves and updates limit requests; investigates declines and holds; requests new accounts; activities re-issued cards; approves and issues travel cards; removes inactive and terminated cards; prepares, reviews, and enters card transactions and journal entries in spreadsheets, accounting software, and general ledger, including charges, payments, etc.; and maintains related records and receipts.

Files monthly sales tax payment and reports as assigned: reviews invoices; ensures taxes are being paid correctly to appropriate state and federal governments; reviews and prepares tax reports; assists with annual sales tax return; and advises departments on sales tax laws and regulations.

Trains City staff regarding area of assignment, such as cash handling procedures, procurement card use, accounts payable processes, etc.: provides information and answers questions; troubleshoots problems; and recommends and/or initiates problem resolution.

Performs other accounting duties in support of department operations as assigned: assists with preparation of Comprehensive Annual Financial Report (CAFR); assists in developing new processes to improve workflow; and creates and/or approves journal entries as assigned.

Communicates with supervisor, other City employees, the public, bank personnel, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, tax forms, journal entries, P-card transactions, invoices, payments, tax reports, reconciliations, deposits, bank statements, healthcare statements, collections reports, correction notices, accounts payable checks, check requests, bills, etc. and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Accounting, Business, or a related field required; supplemented by one year of experience in bookkeeping, accounts payable, accounts receivable, or related files; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.