ASHEVILLE, NORTH CAROLINA

Classification Specification

Accountant III
Job Code: 1565
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to perform financial accounting for granted funds and to assist with year-end financial reporting, along with other accounting duties, as assigned.

Distinguishing Characteristics:

This classification is the third level in the Accountant series and is distinguished from lower levels in this job family by increasing degrees of scope, independence, responsibility, decision-making, as well as having five years of accounting experience.

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 local, state, and federal grant accounts: records reimbursements; reviews and initiates drawdowns; monitors expenditures and revenues; enters and posts financial data; prepares journal entries; reconciles and balances accounts; calculates data and enters data into computer systems; researches errors and makes corrections as required; maintains financial records; and generates and submits mandatory reports.

Performs account reconciliations for assigned General Ledger and subsidiary accounts: verifies beginning balances, transactions, adjustments and ending balances; investigates discrepancies and variances; and makes corrections as needed.

Assists in preparing annual financial reports: gathers financial data and information; edits Comprehensive Annual Financial Report (CAFR), and other financial reports; and submits documents for publication.

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.

Recommends and implements financial and audit procedures; reviews efficiency and effectiveness of financial methods, processes, and procedures; makes recommendations for improvements; and provides technical assistance to other employees regarding financial and audit procedures.

Performs related accounting duties as assigned: files and records tax returns for assigned funds and accounts; calculates and posts Automated Clearing House (ACH) entries; reviews and approves journal entries; prepares deposits, etc.

Communicates with supervisor, other City employees, 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, drawdown requests, parking citation reports, excise tax reports, sales and use tax reports, checks, account reconciliations, financial statements, project summaries, budget to actual statements, 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, presentation, 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:

Bachelor's degree in Accounting or a related field required; supplemented by five years of experience in governmental accounting; 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 evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

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, advisory and/or design 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 influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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.