

Job Class Code: 1425	FLSA Status: Exempt
Pay Code: 2	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform accounting functions, monitor related documentation, and provide support to personnel for assigned area of responsibility. The class is responsible for analyzing accounts, preparing and processing related information, auditing and maintaining financial records and reports, and reconciling various accounts. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Researches and analyzes financial and accounting records to determine sequence of operations and account resolutions.
- Makes recommendations for, plans, implements, and/or administers account resolutions and related activities.
- Coordinates and participates in the processing of account related information such as debt allocation, budget preparation, payroll, accounts receivable, and/or accounts payable.
- Prepares, audits, and maintains various financial reports.
- Verifies, monitors, and reconciles accounts.
- Collects, enters, updates, and maintains account information.
- Interacts with staff, different departments, and/or external agencies to ensure accuracy of accounts, responds to inquiries, and provides accounting support.
- Administers the activities of assigned accounting projects.
- Performs related tasks as necessary such as providing supervision for subordinate staff, assisting with the implementation of policies and procedures, and providing information and assistance to internal and external auditors.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information; may implement and report on operations and activities.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs coordinating work involving guidelines and rules; solves problems constantly.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use algebraic solutions of equations and inequalities, descriptive statistics, mathematical classifications or schemes.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.
Mental Requirements	Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems or coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in accounting or closely related field. Master's degree in accounting, business, public administration or a related field desired.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of related, full-time equivalent experience.
Special Certifications and Licenses	Certified Public Accountant certification desired

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.