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| <b>Job Class Code: 1012</b>       | <b>FLSA Status: Non-exempt</b> |
| <b>Pay Basis: Salary (Annual)</b> | <b>EEO Category: 3</b>         |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to analyze and research information for accounts and provide accounting support for assigned area of responsibility. The class is responsible for analyzing accounts, performing various account functions and calculations, and supervising subordinate staff. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

| TYPICAL TASKS |  |
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|               | <ul style="list-style-type: none"> <li>• Analyzes and researches accounts in assigned area.</li> <li>• Generates purchase orders and payments for invoices, refunds, and/or payroll.</li> <li>• Calculates amounts to process checks for payments.</li> <li>• Verifies, monitors, and reconciles accounts.</li> <li>• Collects, enters, updates, and maintains account information.</li> <li>• Prepares accounting, fiscal, and budget reports.</li> <li>• Assists staff and the general public with inquiries and/or concerns.</li> <li>• Performs related tasks as necessary such as providing supervision for subordinate staff.</li> <li>• Performs other related duties as assigned.</li> </ul> |

| GENERAL STANDARDS                       |  |
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| <b>Data Involvement</b>                 | Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.                                   |
| <b>Interpersonal/People Involvement</b> | Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.        |
| <b>Reasoning Requirements</b>           | Performs skilled work involving rules/systems but solves problems almost constantly.   |
| <b>Mathematical Requirements</b>        | Uses basic algebra involving variables and formulas and computes discounts, ratios, rates, and percentages.  |
| <b>Language Requirements</b>            | Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters.       |
| <b>Mental Requirements</b>              | Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered. |
| <b>Decisions/Supervisory Control</b>    | Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.  |

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

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| <b>Vocational/Educational Requirement</b>  | Requires any combination of education and experience equivalent to an associate's degree in accounting or a closely related field.   |
| <b>Experience</b>                          | In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of related, full-time equivalent experience.  |
| <b>Special Certifications and Licenses</b> | Depending on department operational needs, may require valid driver's license and driving record in compliance with City Driving Standards.  |
| <b>Special Requirements</b>                | Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties. |

**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.*