

Job Class Code: 1427	FLSA Status: Exempt
Pay Code: 2	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to serve as the lead accountant, monitor related documentation, and provide support to personnel serving as senior accountant for the City. The class is responsible for analyzing accounts, preparing and approving related information, auditing and maintaining financial records and reports, reconciling various accounts, and supervising subordinate staff. 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

- Supervises and evaluates subordinate staff and accounting functions.
- Researches and analyzes financial and accounting records to determine sequence of operations and account resolutions.
- Plans, implements, and approves 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 and statements including year-end 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.
- Provides information and assistance to internal and external auditors.
- Performs related tasks as necessary such as developing new accounting policies and procedures.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice and makes recommendations based on technical expertise.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and financial and econometric models.
Language Requirements	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, coworkers, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in accounting, finance, or a closely related field. A master's degree in business, public administration, or a related field desired.
Experience	In addition to satisfying the vocational/education standards, this class requires a

	minimum of four 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.