

## ACCOUNTANT I

### JOB DESCRIPTION

**Classification Responsibilities:** The Accountant I class performs professional-level accounting work in the assignment areas of Accounts Receivable or Payroll. By assignment, examples of duties include: assisting with annual financial statements which entails preparing statistical table section, audit schedules, trial balances, statements, adjusting/closing and General Accepted Accounting Principles (GAAP) entries; applying or modifying personal computer (PC) software for such purposes as financial analysis, producing financial statements, bank reconciliations, accounting for revenues, expenditures, receivables, assets, and liabilities, construction work in process analysis for capital assets, verifying and auditing travel expense reports for all City employees for accuracy and compliance with City policies; reconciling the Court system to General Ledger, including Court receivables, payables, and clearing accounts, and working with Court personnel to resolve reconciliation items; administering the Property Damage Accounts Receivable system; assisting with the annual 1099 Federal tax form filing (includes corrections and the B-Notice process); balancing and preparing of working capital statements for available bond proceeds; reconciling and monitoring outstanding and returned checks and warrants; developing and updating spreadsheets for the calculation and reconciliation of accrued investment interest income; and reconciling investments to General Ledger. An employee in this class may supervise technical/clerical accounting staff depending on assignment. This class performs related duties as required.

The Accountant I assigned to Accounts Receivable area reviews, audits, approves, and maintains customer accounts, which includes: posting data to the City's financial system; enters, validates, and approves invoicing data; balances and reconciles customer accounts and interfaces; prepares and enters journal entries, explains and interprets receivable and revenue rules, regulations, policies and procedures; assists with the preparation of Comprehensive Annual Financial Report (CAFR); oversees, monitors, and approves adjustments and changes to data; and troubleshoots and resolves any concerns.

The Accountant I assigned to Payroll reviews, audits, approves, and maintains employee payroll records, which includes: posting data to the City's payroll system; enters, validates, and approves payroll data; balances and reconciles payroll records and interfaces; prepares and calculates termination checks; prepares and calculates Public Safety Personnel Retirement System (PSPRS) Retirement Requests; processes off-cycle paychecks; develops vendor/agency interfaces; monitors deferred compensation contributions; manages vendor/agency payments; calculates and processes retroactive deductions; calculates wages, deductions, and payments for employees on military leave; records and reports payroll items; explains and interprets payroll rules, regulations, policies and procedures; oversees and monitors, and approves payroll adjustments and changes to employee payroll data; troubleshoots and resolves payroll issues/problems encountered during daily operations; and works with technical staff to develop interfaces to transmit payroll data to 3rd party vendors. Responsibilities may require an incumbent to be on-call every other week for payroll processing.

**Distinguishing Features:** An Accountant I class is distinguished from the Accounting Specialist II class by the need to apply a greater level of accounting theory and principles in completing work assignments and in the more advanced scope and level of assignments. This class differs from the Accountant II class by the latter's more complex nature of accounting assignments and the need to

exercise initiative and independent judgment in performing work. In addition, the work of an Accountant I is generally more structured than that of the Accountant II class. Progression from an Accountant I to an Accountant II may be accomplished through a noncompetitive criteria-based promotional process. The incumbent must be employed a minimum of one year as a City of Mesa Accountant I and have successfully completed original City probation. In addition, the incumbent must meet established work standards, demonstrate the level of competency necessary to independently perform assigned tasks, and meet the minimum qualifications of an Accountant II classification. Based on the assignment area, supervision of the Accountant I class is received from a higher-level Accountant, the Payroll Administrator, or an Assistant Finance Director who evaluates work through reports, meetings, conferences, and results achieved. This class is FLSA exempt-professional.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Accounting or a closely-related field. Good (1 - 3 years) full-time professional experience in accounting, auditing, budgeting, or closely-related financial activity, which includes payroll for the payroll assignment.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience related to the specific assignment, Accounts Receivable or Payroll, is highly desirable. Experience using a financial ERP system, computer spreadsheets and databases is highly desirable. Experience using computer spreadsheets and databases is highly desirable. Consideration may be given for Certified Public Accountant Certificate (CPA) and/or Certified Governmental Financial Manager (CGFM).

***Payroll Assignment:*** Payroll experience, HRM/FIN Advantage and Kronos software experience, and Excel/Access experience are highly desirable; and fundamentals of Payroll Certification (FPC) is desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Responds with tact and consideration to citizens who have complaints regarding their account. Prepares concise, comprehensive reports, including necessary supporting documentation concerning accounting/financial activities. Prepares cash flow/working capital statements using bank statements, various printouts, and reports generated by outside insurance companies to inform management of current activity in the City's various funds. Assist in transmitting 1099 forms to the federal and state governments, including original and corrections, and communicates with 1099 recipients regarding B-Notices received from the federal government. Communicates with other department staff during the analysis of construction work in process for capital assets to decide the proper allocations. Prepares working capital statements for available bond proceeds. Communicate and

work with Court personnel to resolve reconciling items found in the reconciliation of Court receivable, payable, and clearing accounts. Communicates with various City payees regarding outstanding warrants and checks. Communicates with various City employees regarding their pay and withholdings, and explains and interprets payroll rules, regulations, policies and procedures for the Payroll Assignment.

**Manual/Physical:** Enters data or information into a terminal or PC in order to produce reports, work papers, spreadsheets, and to collect, calculate, and reconcile information. Scans the content of a personal computer screen to detect minor changes in detailed information. Prepares financial statements and account analysis by using PC software. Monitors outstanding and returned checks and warrants.

**Mental:** Resolves discrepancies between bank statements and City records. Maintains and reconciles accounts. Prepares designated portions of the annual financial statements according to established accounting standards and within time constraints. Applies or modifies PC software in order to produce financial statements, financial analysis, bank reconciliations, and to account for revenues, receivables, expenditures, assets, and liabilities. Analyzes and evaluates account related problems to determine possible solutions. Processes billings/invoices by establishing new accounts, assigning account numbers, verifying current account numbers, and posting entries to subsidiary ledgers, determining late charges, and closing books on cancelled agreements. Conducts detailed accounting studies. Follows collection procedures and approves payment agreements with delinquent accounts receivable customers. Balances/reconciles/analyzes construction work in process for capital assets to decide the proper allocation of fixed assets. Assists with all related tasks associated with the Federal 1099 form according to current tax regulations. Comprehends and makes inferences from written materials including accounting procedures, records, reports, payment agreements, and literature. Learns job-related material through on-the-job and classroom training. Payroll Assignment: reviews, audits, approves, and maintains employee payroll records; balances and reconciles payroll records and interfaces; prepares and calculates termination checks; prepares and calculates PSPRS Retirement Requests; processes off-cycle paychecks; develops vendor/agency interfaces; manages vendor/agency payments; monitors deferred compensation contributions; calculates and processes retroactive deductions; calculates wages, deductions, and payments for employees on military leave; records and reports payroll items; oversees and monitors, and approves payroll adjustments and changes; troubleshoots and resolves payroll issues; and works with technical staff to develop interfaces to transmit payroll data to 3rd party vendors.

### **Knowledge and Abilities:**

Knowledge of:

the following accounting systems/functions: work order cost, fixed assets, revenue receipts, payroll, accounts receivable, and accounts payable;

the application of spreadsheet and database software to accounting systems;

Generally Accepted Accounting Principles (GAAP);

Governmental Accounting Auditing and Financial Reporting (GAAFR);

federal and state requirements for the filing of Form 1099;

federal and state requirement regarding employee's pay for the Payroll Assignment;

City policies regarding employee travel;

the City's computerized Court system for reconciliation purposes;

collection procedures and policies regarding Damage to City Property Accounts Receivable;

requirements of the state of Arizona unclaimed property program;  
policies and operating procedures of the accounting system/sub-system for which responsible;  
general trends and current developments in public sector (governmental) accounting;  
procedures, methods, and forms associated with automated accounting systems; and  
information available in various sections of the City's accounting system.

Ability to:

apply federal, state, and local laws and regulations to accounting work;  
teach and assist other employees in office automation projects;  
analyze and evaluate accounting problems;  
plan effectively in order to meet established deadlines; and  
establish and maintain cooperative working relationships with those contacted in the course of work.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised6/25

CT/ah

CS4389.DOCX

EEO-Prof

JOB FCTN-FIN

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 49

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 62-200