

ACCOUNTANT/AUDITOR

Definition

Under direction, to perform a variety of governmental accounting, auditing, and/or data processing functions; and to do related work as required.

Examples Of Duties

Duties may include, but are not limited to, the following: *Revenue:* Performs accounting work related to the preparation of annual and monthly reports, fund and account balances, investment records and bank reconciliation; conducts audits of businesses to ensure accuracy of Transient Occupancy Tax, Business License and percentage rent payments; performs departmental audits of financial and accounting procedures and reviews City-wide credit extension and billing practices and makes recommendations and improvements; prepares special studies and reports as assigned, utilizing complicated financial data; reviews delinquent accounts to determine the most effective method to secure payment and initiates appropriate collection action; contracts other City departments and agencies to gather information related to the collection of delinquent accounts; represents the City as plaintiff in presenting Small Claims Court actions; negotiates payments with debtors or recommends compromise payments through the City Attorney's Office; supports other Revenue staff in performing daily functions such as the issuance of business licenses, dog licenses, accepting payments over the counter, reconciling daily cash received and assisting with public inquiries and concerns; may assist in the supervision and training of staff; *Accounting:* Performs accounting work relating to the preparation of annual and monthly reports, journal entries, and fund and account balances; maintains the accounting system for control of the annual budget and monitors expenditures to assure such expenditures are authorized in the budget; works in an on-line computer environment supervising computer operations including, but not limited to, preparing backup computer files, performing diagnostic work to help resolve computers and program problems relating to maintenance and use, monitoring computer operations using utility functions, preparing E.D.P. related operations manuals; under supervision, ordering inventorying computer supplies; performs accounting work related to accounts payable, payroll, and the administration of employee fringe benefit programs; prepares a variety of fiscal reports for Federal and State agencies and offices; prepares specific studies and reports as assigned, utilizing complicated financial data; assists in preparation of the annual budget; develops operations procedures; supervises and trains accounting staff; acts for Division Head when assigned.

Employment Standards

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Revenue: Two (2) years experience in governmental accounting and/or auditing work. Accounting: Two (2) years experience in governmental accounting and data processing work.

Education: Revenue and Accounting: Any combination equivalent to a Bachelor's Degree in Accounting, Finance, or a related field.

Knowledge and Abilities

Knowledge of: Theory, practices, principles and terminology common to governmental accounting, data processing and auditing procedures; knowledge of Modern office practices, procedures and equipment; knowledge of application of data processing systems to accounting procedures; knowledge of computer procedures and machines.

Ability to: Operate an on-line computer; operate a calculator and adding machine; schedule, layout and coordinate detailed fiscal work; compile detailed statistical reports; exercise judgement; examine, interpret, verify and reconcile financial documents and reports; analyze and resolve financial problems; make rapid and accurate arithmetic calculations; train and supervise other staff; establish and maintain effective working relationships.