

MAJOR FUNCTION

This is responsible, technical, accounting and business analysis support work assisting in directing the activities of the Division. The incumbent works closely with other technical staff and routinely serves as a technical resource lead on project teams. The incumbent participates in the formulation and execution of financial policies; prepares reconciliation of accounting modules to the general ledger on a recurring basis; preparation of financial management reports and analysis for use in evaluating and monitoring the department's financial position and compliance requirements. The incumbent is expected to exercise independent judgment and initiative in the performance of daily duties. Work is evaluated through observation, conferences, examination of pertinent records, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Directs the collection, preparation, analysis, and reporting of the complex data necessary to enable budgeting, forecasting, accounting, long-range planning, and communication for all services provided by the Department. Prepares reconciliation of the accounting system to the City's general ledger on a recurring basis and prepares and verifies journal entries as needed. Reviews, analyzes, balances, and reconciles various funds or accounts. Develops, documents, and maintains procedures for implemented solutions. Evaluates and makes recommendations correcting highly complex financial situations and the systems that support financial planning, tracking, analysis and forecasting. Consults with and advises the financial representatives of other City departments as necessary. Recommends and implements changes to departmental financial system policies and procedures. Represents department as financial and systems expert in discussions of department interface with related organization-wide systems, processes, and procedures. Plans, organizes, and conducts meetings as needed with technical and functional resources for communication of business requirements, status updates and project reviews. Provides clear and concise written and oral communications to technical staff, functional representatives, and supervisors. Provides technical expertise in the development and evaluation of requests for proposals. Performs related work as required.

Other Important Duties

Participates in city-wide financial systems evaluation and implementation. Provides testing support for, and assists with system upgrades, integrations and/or new module implementations. Emergency Situations: During an emergency situation, employees in this classification will be required to report and carry out duties as directed for the duration of an emergency. Depending on the nature of the emergency, this may require working extended hours for several days on short notice.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of generally accepted accounting principles, including governmental accounting budget analysis, forecasting, and statistical concepts and methods. Thorough knowledge of fiscal and administrative control principles and various financial and statistical analysis techniques. Ability to prepare accurate and timely financial reports and analyses. Considerable knowledge of modern office practices and procedures, and standard office and accounting equipment, as well as information processing equipment, and their application to accounting and finance. Ability to direct and coordinate application of the divergent accounting principles and policies of the assigned utility functions. Considerable knowledge of computer technology Ability to devote required attention to detailed work. Ability to interact effectively with functional representatives and technical co-workers one-on-one and/or in team environments. Ability to effectively practice self-motivation. Ability to organize time and resources for maximum benefit. Skill in verbal and written communication. Skill in time management.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, accounting, finance, information systems, or a related field and four years of professional experience in utility billing, accounting systems operations, or advanced professional accounting; or an equivalent combination of training and experience. A CPA or CMA Certificate may be substituted for one year of the required experience.

Established: 12-18-86

Revised: 07-01-92

01-17-90

04-13-04*

02-19-10*

12-28-23