



## City of Irving Job Description

### Accountant

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|---------------------|--------------------------|--------------------------------|---|
| <b>FLSA Status:</b> | EXEMPT                   | <b>Job Department:</b>         | Financial Services or Arts & Culture  |
| <b>Job Code:</b>    | F231 (FT) /<br>F235 (PT) | <b>Reports To (Job Title):</b> | Accounting Manager or Arts Assistant<br>Executive Director - Administration |

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#### PURPOSE

To review, prepare, manage, analyze, and/or present various financial documents and/or accounts.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Monitor balances of various bank accounts and resolves related issues in a timely manner.
- Reconcile general ledger accounts (research, substantiate and correct balances if needed).
- Prepare and approve journal entries.
- Review and analyze financial reports to ensure activity recorded is in accordance with Generally Accepted Accounting Principles.
- Prepare combining schedules (lead schedules), audit work papers and adjustments for the City's Comprehensive Annual Financial Report and Single Audit Report (A133 Report).
- Research and answer questions from external auditors.
- Review and recommend improvements to accounting procedures.
- Prepare financial status reports for special revenue and/or grants.
- Update active grants report.
- Provide accounting assistance and training to departments on accounting issues and financial system.
- Initiate and approve wire transfers.
- Coordinate year-end closing procedures (i.e. physical inventory counts) for warehouse and fuel.
- Develop testing programs for new software installations and upgrades (in assigned areas of responsibility) to ensure that financial activity is accurately reported in a timely manner and that internal controls have been adequately addressed.
- Perform various additional accounting duties as necessary to meet department deadlines in the event of short staffing.

#### OTHER DUTIES AND RESPONSIBILITIES

- None Reported.

#### SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

- Initiation and approval of approximately \$120 million in wire transfers annually.
- Reviews and approves journal entries. Estimated journal entries are \$1.1 billion annually.
- Monthly account reconciliation on various funds with a total asset balance of approximately \$330 million.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor's degree in Business, Accounting, or Finance.

### **EXPERIENCE**

- Minimum of two (2) years of related experience

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None

### **KNOWLEDGE OF**

- Accounting: Principles and practices including internal controls, cash management, general ledger, accounts payable, and accounts receivable.
- English Language: the structure and content of the English language, including the meaning of words and grammar.
- Applied Math: concepts such as fractions, percentages, ratios, and proportions.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, and filing and records management systems.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite.
- The Office of Management and Budget (OMB) Circulars pertaining to state and local governments, non-profits, and single audits.
- The Code of Federal Regulation pertaining to federal funding.

### **SKILLS AND ABILITIES IN**

- Accuracy: Attention to detail in dealing with numbers, words, documents, and ideas.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Mechanical/Technical: Safely operating diverse office equipment especially computers, copiers, fax machines, calculators, and telephones.

- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Written Expression: Communicating information and ideas in writing such as routine reports and correspondence, so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

Provide assistance to staff in all departments.

## **EQUIPMENT AND PROPERTY**

Computer, Copiers/printers/faxes, and Calculators.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

Balancing, carrying, kneeling, lifting, listening, seeing, sitting, standing, talking and walking

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

No unique work environment characteristics

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.