

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Accountant, Senior	<b>BAND/LEVEL:</b>	Prof III
<b>DEPARTMENT:</b>	Finance	<b>JOB NO:</b>	2140
<b>DIVISION:</b>	Finance & Accounting	<b>DATE:</b>	1/12/2015
<b>REPORTS TO:</b>	Asst. Chief Financial Officer	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b> X	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>COST CENTER:</b> 152

**REPLACES:** Accountant, Senior

**DATE:** 7/19/2011

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**JOB SUMMARY STATEMENT:** Performs accounting functions of variable complexity such as: performs complex financial analysis and forecasting; prepares various financial reports including the comprehensive annual financial report; and assists in developing the City's annual operating budget and five-year capital improvements program. Directs, coordinates or performs the accumulation, analysis and distribution of accounting information. Forecasts City revenues and expenditures. Reviews new accounting pronouncements and determines impact on the City. Performs liaison activities with personnel from other departments.

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### **DUTIES AND RESPONSIBILITIES:**

#### **General Ledger**

1. Assists in developing, maintaining and monitoring of the City's Financial accounting system (E1).
2. Coordinates or performs the accumulation, analysis and distribution of accounting information.
3. Monitors and tracks capital projects, which includes coordinating efforts to oversee maintenance of project record keeping system. Works with departments to coordinate all aspects of financial administration of projects. Reviews bid contracts, change orders and other project related data to maintain current information. Supervises development of project costs for debt issuance purposes. Directs billing other governments/agencies for share of capital project costs.
4. Prepares ad Hoc analyses as needed
5. Prepares journal entries, and reviews and reconciles general ledger account balances with appropriate records.
6. Coordinates, directs and performs preparation of financial data for month-end close.

#### **Reporting**

1. Prepares monthly financial statements, reports and records by collecting, analyzing and summarizing account information.
2. Directs, coordinates or prepares interim management reports and accompanying schedules, worksheets and narratives, including "Budget vs. Actual" variance reports. Assists in providing follow-up and documentation of significant variances.
3. Prepares ad hoc reports for other areas of the City and management of Finance.
4. Directs, coordinates or participates in the preparation of the comprehensive annual financial report and assigned schedules.
5. Prepares financial and economic trend reports, cost recovery studies and other financial reports from gathering and analyzing various financial data.
6. Assists in developing the City's annual operating budget. Interacts with department directors and other City management personnel by providing budgetary guidance, reviewing submitted budgets, and overseeing the preparation of working papers and legal documents.
7. Assists in developing the City's five-year Capital Improvements Program.
8. Directs, coordinates or assists in the sale of temporary notes and general obligation bonds including preparation of

offering statement, acceptance of bids, preparation of appropriate financial reports, requests and receipt of legal opinions, registration of notes/bonds, submission of transcripts to the Attorney General, preparation of information for rebate calculations.

### **Revenues**

1. Forecasts of city revenues and expenditures based on past, present and expected operations. Determines appropriate models to develop forecasts by evaluating current receipts received and expenditures by examining prevailing financial conditions and measuring past performance. Researches and continually monitors issues that may influence City's revenue and expenditure projections. Informs management of significant changes in forecasts and potential impacts. Assimilates current forecasted revenues into the five-year revenue forecast.

### **Administrative**

1. Reviews new accounting pronouncements or issues that relate to government and determines impact on the City. Communicates new accounting pronouncements or issues to Finance & City Manager personnel.
2. Performs liaison activities with accounting supervision and personnel of other departments/contracted entities.
3. Provides support to outside departments on finance related issues.
4. Cross trains staff members in job duties and provides backup as required. Keeps backup personnel informed of changes in duties and procedures

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Bachelor's degree in accounting, business administration or a related field; or an equivalent combination of formal Education and experience with an emphasis in accounting or related field. CPA designation or Master's degree preferred.

### **EXPERIENCE:**

Five to eight years of increasingly responsible accounting experience including general accounting, government and fund accounting, cash management and budget preparation, or an equivalent level of experience.

### **SKILLS:**

1. Effective oral and written communication skills.
2. Good listening skills.
3. Ability to perform basic math and accounting skills.
4. Ability to operate calculator, adding machine, typewriter and personal computer.
5. Ability to apply accounting and bookkeeping procedures.
6. Organizational skills.
7. Analytical skills.
8. PC computer skills. (Windows-based word processing and spreadsheet software skills).
9. Manual dexterity.
10. Data entry.
11. Ability to work in environment with constant interruptions.

### **MENTAL REQUIREMENTS:**

1. Ability to understand mathematical concepts to include complex arithmetic and accounting math.

2. Ability to comprehend computer software principles.
3. Ability to train and guide others.
4. Ability to work under pressure and time deadlines.
5. Ability to compile accurate information/data within a specified time period.
6. Ability to exhibit tact and diplomacy when dealing with the general public.
7. Ability to plan and organize.
8. Ability to read and understand City, state and federal policies and regulations.
9. Ability to analyze situation and apply appropriate accounting theory and practice.
10. Aptitude to understand and apply various accounting personal computer software packages.

**PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls.
2. Hand and eye coordination adequate to input computer, operate "mouse" with various software packages, calculator and fax machine.
3. Visual stamina and acuity to review numerical data daily and to spend long periods looking at computer screen.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

No direct responsibility;

Indirect responsibility: - Accountant I  
- Accountant II

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**