

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Senior Accountant		
<b>Job Code:</b>	PR2260	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	611	<b>Date Reviewed:</b>	07/18/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs complex professional level accounting duties, including general ledger reconciliation, financial reporting, audit preparation, grant reporting and payroll. Performs complex financial analysis for various programs within the city; and performs a variety of professional accounting functions relative to assigned areas of responsibility.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Oversees and participates in professional accounting activities, including general ledger reconciliation, financial reporting, budgeting, grant reporting and auditing; reviews and analyzes various records and reports; and responds to inquiries or complaints.
2. Reviews ledgers, registers, journals, logs and related financial record keeping documents; ensures compliance with established accounting standards and procedures; makes corrections and adjustments; and balances funds.
3. Oversees a variety of accounts and general ledgers; and prepares monthly fiscal reports and special reports relating to the progress in assigned account areas.
4. Administers grant contracts and prepares required financial reports; reviews and controls grant budget; prepares projected income and grant performance reports; and prepares and distributes final statements and workers compensation analysis reports.
5. Reviews financial system reports for revenues and expenditures; and makes corrections and adjustments.
6. Monitors and balances various accounts, including verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems; and controls and reconciles Revolving Loan Fund Account.
7. Reconciles subsystems data to main system data; researches out of balance and other identified variances; and prepares recommendations.
8. Reviews draft Mayor and Council communications for availability of funds; and makes corrections and adjustments to financial sections of communications.
9. Assists in the preparation of the City's financial statements and single audit reports.

10. Provides assistance to external auditors from grant agencies and from the City's independent auditor in support of the annual and special audits; and prepares response to audit findings and resolutions.
11. Serves as the liaison with City departments; and provides assistance to City staff in matters related to financial accounting and budgeting.
12. Attends and participates in a variety of group meetings and seminars.
13. Resolves issues and problems related to payroll calculation or deductions, including payroll taxes, wage garnishments and child support payments.
14. Reviews, balances and reconciles payroll time and attendance sheets. Reviews payroll interface with general ledger; makes corrections; and posts to account.
15. Prepares relevant city, state and federal payroll tax reports and statements; coordinates payment of taxes; and oversees distribution of annual tax statements to employees.
16. Performs other related duties as required.
17. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations, services and activities of an accounting and financial reporting program.
  - Principles and practices of general and municipal accounting and auditing.
  - Principles and practices, rules and regulations for grant administration and financial reporting.
  - Government accounting standards and fund accounting.
  - Bookkeeping and recordkeeping procedures.
  - Principles and practices of payroll preparation and distribution.
  - Rules, regulations and reporting requirements for payroll taxes.
  - Auditing principles, practices, rules and regulations.
  - Modern and complex principles and practices of government fund accounting.
  - Office equipment including computers and supporting word processing and spreadsheet applications.
  - Specialized computer systems used in financial reporting and general accounting.
  - City and Department practices and procedures.
  - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Organization and time management.
  - Accounting.
  - Computers and applicable software.
  - Financial analysis.
- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Prepare complex financial statements.
- Analyze data and resolve complex financial issues.
- Prepare and distribute payroll.
- Prepare Federal, State and local payroll tax reports.
- Apply principles and procedures governing municipal accounting.
- Coordinate internal and external audit activities.
- Interpret and explain City policies and procedures.
- Import data into standard reconciliation reports.
- Make recommendations and prepare related journal entries.
- Prepare clear and concise statistical and financial reports.
- Operate a variety of computerized equipment including various software and mainframe programs.
- Operate specialized computer systems used in financial reporting and general accounting.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field and three years of increasingly responsible accounting experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

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

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls

requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.