

City of Fort Worth, Texas Job Description

Classification Title	Financial Reporting Coordinator		
Job Code:	PR1551	Job Family:	Professional
Pay Grade	613	Date Reviewed:	07/10/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists senior-level management and accounting staff of the Finance Department with accurate, complete and timely financial reporting. Coordinates the complete process of preparing, reviewing, publishing financial reports and completing assigned financial and accounting projects.

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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assists with researching, documenting and implementing conclusions regarding technical accounting treatment for non-routine transactions and new accounting pronouncement.
3. Performs various technical data analysis. Reconciles accounts; prepares journal entries; provides in-depth financial review of issues; and analyzes, reconciles and explains significant variance of funds.
4. Coordinates the annual independent audit of the City's financial statements; provides support to external auditors; and develops and communicates timelines for completion of all items required by external auditors for year-end audit.
5. Assists in the preparation of the City's Comprehensive Annual Financial Report in accordance with the Generally Accepted Accounting Principles (GAAP) and/or the Government Finance Officers Association (GFOA) award program requirements.
6. Solicits, analyzes and compiles responses to the external auditors' management letters; and conducts follow-up to ensure implementation.
7. Assists with establishing and documenting policies and procedures for annual year-end close and financial audit; ensures proper compliance with established policies and procedures; and analyzes, recommends and implements necessary improvements to annual year-end policies and regulations.

8. Analyzes, prepares and submits monthly/quarterly financial statements to City Council. Prepares and updates financial schedules and tables for official statements; and prepares, updates and assists with the preparation of financial disclosure reports to appropriate entities.
9. Serves as the Finance Department's subject matter expert and advisor with respect to accounting and reporting/disclosure issues (GAAP, GASB, etc.) and implementation of financial software; interprets related policies, procedures and guidelines; and documents, analyzes and reports financial related trends.
10. Coordinates assigned accounting/financial projects within the department among different divisions and externally among other departments and/or outside agencies; ensures cooperation of all relevant parties; ensures adherence to project schedules and timelines; and prepares related staff reports and other necessary correspondence or presentations.
11. Attends and participates in professional group meetings; and stays abreast of new trends and innovations in the area of financial reporting especially as they relate to municipal government.
12. Responds to and resolves citizen inquiries and complaints regarding financial reports issued by the Finance Department.
13. Performs other related duties as required.
14. 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:**
 - Principles, practices and procedures of municipal government accounting and financial reporting.
 - Automated financial accounting and reporting systems.
 - Professional business practices including report and budget preparation.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Method and techniques of time management.
 - Principles and practices of supervision, training and evaluation.
 - General ledger system.
- **Skill in:**
 - Analysis and problem solving.
 - Organization, time management, and prioritization.
 - Computers and applicable software.
 - Interpersonal relations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Analyze and interpret financial and accounting records and reports.
 - Interpret and apply GAAP and GASB pronouncements.
 - Manage deadline requirements.

- Execute and integrate complex financial analyses.
- Deliver Council and senior management level presentations.
- Supervise, motivate and evaluate the work of subordinates.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Apply professional accounting principles, knowledge and experience.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's Degree from an accredited college or university with course work in accounting and four years of increasingly responsible experience in accounting/auditing, including two years of financial reporting responsibility.

OTHER REQUIREMENTS

None.

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, 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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.