

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Accountant III

Department: Finance

Pay Grade: 513

FLSA Status: Exempt

Job Code: F305

JOB SUMMARY

The purpose of this classification is for fiscal monitoring to develop, prepare, audit, revise and/or maintain a variety of complex accounting and financial reports, statements, transactions and records in accordance with applicable laws, codes, statues, rules, regulations and ordinances. Employee receives general supervision by the Accounting Manager to perform tasks within a broad framework of policies and procedures and participates in decisions of meaningful impact.

ESSENTIAL JOB FUNCTIONS

- Prepares, examines, or analyzes accounting records, financial statements or other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards.
- Reviews and posts all cash deposits to the City on a daily basis, perform bank transfers as necessary, and journal entries for miscellaneous receipts.
- Maintains compliance with Generally Accepted Accounting Procedures (GAAP) according to GASB, FASB, and GAO.
- Compiles and interprets data required to support monthly, quarterly, and annual financial reports (e.g. balance sheets, changes in net assets, and accrued interest liability).
- Maintains general ledger accounts with subsidiary ledgers for all departments and programs including adjusting journal entries and reconciliation of accounts.
- Reviews and analyzes financial entries to ensure correct accounting treatment, classification, and integrity of data.
- Assists with all aspects of fiscal year-end closing activities including the preparation of the Annual Comprehensive Financial Report, including all adjusting and closing entries, footnotes and associated schedules.

- Performs financial analysis, including but not limited to, the following areas: financial statement variance analysis, debt service and bond reserves analysis, financial statement analysis of financial condition, present value and future value calculations, return on investment, generation of special reports as requested, report distribution list maintenance, cash flow analysis and projections.
- Prepares schedules and summaries to verify compliance with policy and bond covenants.
- Balances the trial balance and initiates necessary adjustments.
- Performs fixed assets research as necessary.
- Performs and reviews monthly bank reconciliations of the central bank and trustee bank accounts.
- Monitors and clears interfund transactions.
- Monitors, reconciles and clears Due To/From transactions.
- Prepares financial statement variance analysis.
- Prepares journal entries and enters into ERP (Munis).
- Reconciles 941 quarterly reconciliation report.
- Functions as division subject-matter expert on process and procedures of the ERP.
- Tests ERP when patches/updates are made.
- Reviews and analyzes monthly, quarterly and year-end financial statements, interprets applicable accounting pronouncements and initiates appropriate changes.
- Prepares, within established timeframes, all compliance reporting with State and Federal regulatory agencies and other filings as required by law.
- Prepares financial analysis of data used in the negotiation and re-negotiation of contracts, leases, and agreements and determine results of data and trends affecting the overall financial status.
- Researches and prepares special reports on financial matters as requested.
- Assists in the review, development and/or implementation of effective financial procedures and provide guidelines to achieve objectives of the overall financial operation.
- Maintains and ensures the accuracy of the financial accounting records to facilitate a timely reporting of financial condition to management.
- Assists in the coordination of activities with independent auditors in the production of financial reports.
- Monitors and reviews maintenance of debt schedules for the monitoring, calculation and recording of interest, broker fees, and principal payments as well as amortization of discounts and premiums.
- Coordinates and reviews the record keeping and reporting of fixed assets.
- Conducts research and prepares special reports on financial matters.
- Performs analysis of various general ledger accounts.
- Reconciles and monitors "Due to/from Others" and other general ledger accounts;
- Coordinates with risk management and HR for changes and activity for liability accounts.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's Degree in Accounting; supplemented by seven (7) years of formal governmental training and experience in financial analysis and actual experience in preparing financial statements that conform to those standards or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Licenses or Certifications:

- Certified Public Accountant (or candidate) preferred
- Possess and maintain a valid State of Georgia Driver's License and a satisfactory Motor Vehicle Record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge and understanding of the governmental accounting and budget processes, internal controls, bookkeeping procedures, automated accounting systems, fund accounting encumbrances, accounting system requirements and knowledge of applicable laws, statutes, rules, codes, and ordinances.
- Advanced knowledge of generally accepted accounting principles (GAAP), theory, practice and standards established by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB) relative to financial statement preparation, general ledger maintenance and reconciliation, and fund accounting.
- Knowledge of City, County and State laws and statutes concerning vehicle tags and titles.
- Knowledge of Business English, spelling and arithmetic.
- Skill in interpersonal, oral and written communications.
- Skill in decision making and organization.
- Ability to prepare statistical and financial information for business planning and evaluation and to analyze and solve complex accounting problems. Strong computer skills including demonstrated experience in creating complex spreadsheets, word processing, e-mail and Internet applications required (Excel, Word, etc.). Skill in using automated and computerized financial systems. Demonstrated skills to analyze information and situation independently.
- Ability to read and understand new governmental accounting standards and determine their impact on City operations to properly implement generally accepted accounting principles (GAAP).
- Ability to use standard office equipment such as computer, calculator, scanner, copy

machine, etc.

- Ability to identify problems and relevant factors, formulate logical conclusions and suggest alternative solutions.
- Ability to establish and maintain cooperative working relationships with peers, the public and manager.
- Knowledge of City organizational structure, processes, and inter-relationships.
- Ability to understand and carry out written and oral instructions. Ability to work independently in the absence of specific instructions.
- Ability to work in a team-oriented, problem-solving environment.
- Ability to make decisions in accordance with standard operating procedures and supervisory directions.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time.
This description does not represent in any way a contract of
employment.**

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.