

METRO CLASSIFICATION DESCRIPTION

Title:	Accountant III	Bargaining Unit: AFSCME 3580
Job Code:	6004	Established:
Pay Grade:	18E	Revised: 2007, 11/2011
FLSA Status:	Exempt – Professional, Learned	EEO Category: Professionals

CLASSIFICATION DESCRIPTION

Perform complex, varied professional accounting duties, including compliance reviews. Prepare, maintain, balance and analyze financial data for posting to general ledger and other fiscal records to reflect accurate accounting and distribution of income and expenses in accordance with professional standards. Reconcile accounts and adjust discrepancies. Assist in developing and maintaining accounting systems.

DUTIES AND RESPONSIBILITIES

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. Applies advanced knowledge and insight of accounting theory to properly account for Metro's financial transactions and operations.
2. Assures accurate recording, balancing and classification of all Metro income and expenditures in accordance with Metro procedures and accepted accounting standards and procedures.
3. Maintains financial reporting system, general ledger and budget reports; balances ledgers against statements, bills, receipts and cash on hand. Reconciles accounts and funds. Prepares financial reports and statements in accordance with GAAP, such as summaries of department fiscal operations, fund transfers and disbursements, and annual financial statement support schedules.
4. Determines financial information needs and requirements of Metro by interacting with other staff and users. Builds and designs the financial report layouts in the application software necessary to produce such reports.
5. Works directly with the Information Services department to evaluate and/or implement new system and accounting software and hardware. Investigates accounting system errors to ensure A/P, A/R, P/R and G/L operate as designed and are properly integrated.
6. Continually analyzes the various funds, financial summaries, systems and statements; recommends improvements or revisions in the accounting system or procedure. Reviews and implements new accounting principles based on GASB and FASB.
7. Provides internal audit type functions, such as compliance reviews and site cash counts. Assists in year-end audits.
8. Assists department personnel in preparing and maintaining accounts of their financial transactions; audits their accounts and entries periodically to ensure compliance.
9. Conducts special projects as requested. Compiles, analyzes and summarizes accounting data in a meaningful manner.

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10. Responds to inquiries from other departments and the public; provides information when authorized or refers to the appropriate sources.
11. Writes accounting policies, procedures, and guidance on assigned topics for review and approval by management.
12. Applies advanced knowledge and insight of accounting theory to properly account for Metro's financial transactions and operations.
13. Fulfill Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability. These duties include but are not limited to:
 - a. Maintaining positive relationships;
 - b. Respecting diversity of ideas and perspectives of others;
 - c. Demonstrating sustainable practices;
 - d. Assisting the public, public officials and other employees in a professional and courteous manner;
 - e. Developing safe work habits and contributing to the safety of self and co-workers;
 - f. Contributing to a positive team atmosphere; and
 - g. Having regular and punctual attendance.
14. Perform assigned duties during an emergency situation.
15. Other duties as assigned.

DISTINGUISHING FEATURES

This is the top level of a three-level classification series. The Accountant III is distinguished by independently performing a wide variety of the most complex professional accounting functions and responsibility for leading the work of other professionals.

JOB SPECIFICATIONS

(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

Job Preparation

Education and Work Experience

Bachelor's degree in accounting and three years of experience in municipal accounting with knowledge of database use and maintenance, and experience with financial statement and account analysis, and compliance review and report writing

Knowledge, Skills and Abilities

- Thorough knowledge of governmental accounting principles and practices
- Computerized accounting software systems and Excel spreadsheets
- Complex business processes and internal control systems
- Ability to analyze complex business processes and internal control systems

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- Accurately and timely prepare accounting reports, using generally accepted accounting principles
- Assist in system design and testing
- Organize and prioritize accounting projects to meet deadlines
- Analyze and interpret complex financial data
- Communicate effectively, both orally and in writing
- Establish effective working relationships with other staff and the public
- Operate standard office equipment, such as a calculator, fax, photocopier, printer and PC
- Apply Federal, State, local laws, regulations, and agency policies and procedures for respective field
- Use discretion with confidential and sensitive matters
- Fulfill Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform all essential duties of the position

3. Special Requirements

- Successfully pass the background checks and screening requirements of the organization for this particular position.

4. Tools and Equipment Used

- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets.

5. Supervision

- Supervision is received from a Supervisor or Manager
- May lead or train clerical, technical and professional staff.

6. Work Environment

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 qualified individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting

The classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.