



City of Tempe

ACCOUNTANT I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	574	<i>Department:</i>	Financial Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Accountant II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

DISTINGUISHING CHARACTERISTICS
This is the entry level class within the Accountant series. Employees within this class are distinguished from the Accounting Specialist class by the need to apply a greater level of accounting theory and principles in completing work assignments and in the more advanced scope and level of assignments. Employees at Accountant I+ level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class differs from the Accountant II+ class by the latter's performance of more complex accounting analysis and duties and the need to demonstrate more initiative and independent judgment in performing tasks.

REPORTING RELATIONSHIPS
Receives general supervision from higher level accounting staff or from other supervisory or management staff.
May exercise technical supervision over lower level staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year of accounting experience, preferably in municipal or public accounting. One (1) year of intermediate Excel experience.
<i>Education:</i>	Bachelor's degree from an accredited college or university in accounting or other area related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To perform a variety of professional level accounting duties involving the accounting, recording and reporting of financial transactions involved in City funds; to develop effective inter-department communications, to review accounting records for accuracy, , and to maintain active professional relationships with staff in cross-

functional departments. Responds with tact and consideration to individuals requesting information. Compiles, maintains and follows technical procedures for accounting and reconciliation processes.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Conduct training and classes for City staff on accounting policies and procedures.
- Coordinate and perform cash management audits.
- Maintains and reconciles a variety of ledgers and accounts, examines accounting transactions to ensure accuracy, corrects financial records as necessary.
- Creates and maintains accounting procedures as required to comply with various governmental agency guidelines, policies and procedures.
- Prepares transactions for a variety of accounting systems including general ledger, payroll, accounts payable, fixed assets, and other accounting systems.
- Prepares and reviews computer input data for monthly financial reports including general ledger reclasses and month-end journal entries.
- Assists in the preparation of the City's Annual Financial Report, including audit schedules and footnotes.
- Provides technical assistance and training to lower level accounting staff as needed.
- Prepares reconciliations and month end journal entries for various City accounts.
- Participate in the implementation of new financial systems and subsystems as necessary.
- Research and resolution of cash reconciling items between general ledger, bank and accounting subsystems.
- Perform related duties as assigned.

When assigned to Financial Reporting:

- Prepare and maintain special assessment system records; set up new improvement districts in special assessment system; process semi-annual billings; invoice and follow up on delinquent assessments, including consulting with attorneys.
- Process monthly internal service allocations.
- Create new cost centers for capital improvement projects (CIP). Process budget transfers required for all CIPs.
- Act as main timekeeper for the Accounting Division.
- Prepare and file State and City sales tax returns.
- Monitor lease agreements to ensure appropriate money is received. Record lease payments. Calculate lease adjustments as required.
- Review cash receipts for correct coding.

When assigned to General Accounting:

- Research and resolution of cash reconciling items.
- Resolve cash interface subsystem issues.
- Identify and manage Electronic Fund Transfers (EFT's).
- Update cash management SharePoint sites.
- Run investment statements and queries.
- Update merchant accounts as needed.
- Perform as backup for Accounts Payable and Payroll.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective May 2019 (creating flex classification)
Revised March 2021 (Removed financial acronym)
Revised May 2021 (updated MQ's and job duties)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Accountant I+

Job Code: 574

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
ENDURANCE				
Sit				X
Stationary / Stand		X		
Move / Traverse		X		

ENDURANCE				
Sit				X
Stationary / Stand		X		
Move / Traverse		X		

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Fumes	X			
Computer Software				X
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors		X		
Working in or around water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders	X	
Neck Range of Motion	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**