

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Accounting Coordinator

CLASS CODE: 1444

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification coordinate, monitor and report on the fiscal functions of a specific city program or agency.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level professional classification in the Fiscal Series – Accounting Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex to complex duties with a variety of related tasks. The distinguishing characteristics of this classification include coordinating and maintaining the activities of a particular fiscal function(s).

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is an individual contributor class, meaning the incumbent may be responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Maintains financial and accounting systems for a specific program, agency or department; inputs data into computer system.

Summarizes, analyzes and records all financial transactions; reconciles accounts.

Maintains general ledger accuracy.

Prepares financial reports, as requested.

Processes financial information such as payroll, pensions, and contracts.

Assists with preparation of budget including summarizing the operating budget by line item detail and allocating budget to various departments.

Calculates financial data such as depreciation estimates, fixed assets, interest charges and related.

Reconciles accounts each month; reviews reports for balances and accuracy; makes corrections.

Responds to audit findings and resolves problems related to a particular fiscal function.

Communicates with other departments or agencies to request and distribute financial data.

Coordinates special projects, as needed.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, calculator and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as financial statements, technical operating manuals, balance reports, contracts, inventories, policies, and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; may require the ability to perform mathematical operations involving basic algebra; ability to interpret descriptive statistics.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to ten (10) pounds, such as office supplies.

Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as processing information with a computer.

EDUCATION AND EXPERIENCE STATEMENT:

Bachelor's degree in Accounting or a related Business degree with a major in Accounting; and three (3) years or progressively responsible professional accounting experience; or an equivalent combination of education, training and experience.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.