

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Accounting Officer

**CLASS CODE:** 1447

#### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification preserve the integrity of the city's accounting systems by maintaining an accurate ledger which includes overseeing budgetary controls, accounts payable, purchasing, payroll, fixed assets and related areas.

#### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level professional classification in the Fiscal Series – Accounting Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include maintaining the general ledger for the City of St. Louis.

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 the balance of the general ledger; balances daily reports generated by other city departments.

Reconciles general ledger cash with Treasurer's Office daily reports; reconciles fund balances.

Corrects, approves and enters all journal entries submitted by city departments.

Interacts with data processing and other city departments in the creation of reports and installation of upgraded accounting system.

Coordinates distribution of payroll deductions to appropriate sources, such as withholding taxes; reviews and balances payroll and directs Treasurer's Office to wire transfer funds to cover payroll transactions.

Assists with the review of Board of Estimates approved transfers of funds.

Participates in the design and creation of funds, including the review of funds to determine value.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Data Utilization:**

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **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, withholding reports, journal entries, reconciliation worksheets, technical operating manuals and non-routine correspondence.

#### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra; requires the 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 direction, control and planning of an entire program or multiple programs.

**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 to ten pounds, such as accounting system reports.

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 using a computer.

**Education and Experience Statement:**

Bachelor's degree in Accounting with five years responsible, complex accounting experience and knowledge of city department operations or any combination of education and experience that provides equivalent knowledge, skills and abilities.

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.