

# CLASSIFICATION ADDENDUM

## Job Title: Accountant

Classification Specification: Management Analyst

Barg Unit: OPE

Pay Grade: C41-C43

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Accountant performs accounting activities developing and maintaining complex financial records for funds, projects, grants, or other accounting entities. Participates in the development and implementation of accounting and financial management systems and procedures; prepares financial analysis and reconciliations and makes appropriate adjustments; prepares a variety of financial reports; reviews and monitors accounting practices for compliance with generally accepted accounting principles, internal control policies, and Oregon budget law and City policy; provides technical analyses, information and professional support to management and policy bodies; participates in the fund balancing/supplemental budgeting process; asset recording; assists auditors and others in their reviews of City financial procedures, records, systems; records transaction, extracts and manipulates data, and create reports. May provide lead to assigned staff. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of accounting or finance with experience that includes professional experience in public or municipal accounting, to include experience with automated financial systems.

#### Licensing Requirements:

- N/A

#### Knowledge:

- Financial statement preparation; governmental fund accounting;
- Generally accepted accounting principles and practices; automated accounting applications;
- Accepted auditing principles and practices;
- Oregon budget law;
- Principles used to design and implement accounting systems or procedures for new activities.

#### Skills: *(Demonstrated skill in performing the following)*

- Interpreting and applying federal and state laws and regulations and City code ordinances and policies;
- Performing highly complex accounting work in an accurate and timely manner;
- Preparing and delivering presentations to boards, commissions and the City Council.

**Essential Characteristics and Duties Addendum**

**Qualification For Grade Progression:**

C41 – Contributing

C42 - Journey

C43 - Advanced/Lead Level

**Physical Requirements Addendum**

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

**Addendum History**

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