

**MAJOR FUNCTION**

This is professional accounting work covering many phases of financial, accounting, and administrative management, control, and analysis. The primary function involves the maintenance and support of the City's accounting systems and related modules and programs. Functions as a strategic partner to the department to ensure the accounting system and associated modules, programs, policies, and procedures that serve the City's workforce align with the mission, vision, and objectives of the City of Tallahassee. This position assists supervisors and trains new or existing staff on assigned tasks. Work is reviewed through conversations, observations, meetings and by results attained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supports lifecycle management including documenting/maintaining business processes, system job aids, policies, and guidance documents. Analyzes a variety of accounting transactions to ensure the business processes are designed to ensure compliance with the City's established laws, policies and procedures Provides accounting system support for accounting modules, as well as new modules as they come online, and assists with accounting system integrations Provides testing support for accounting system upgrades and new module implementations. Prepares reconciliation of modules to the general ledger on a periodic basis. Provides supervisors transactional support during heavy workloads and staff absences. Prepares financial and special reports, analyses, and studies. Prepares and verifies entries. Reviews, analyzes, balances, and prepares reconciliations of various funds and accounts. Develops forms, controls, systems, and procedures to promote more effective and efficient fiscal and administrative operations. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of generally accepted accounting principles (GAAP). Knowledge of fiscal and administrative control principles. Knowledge of financial analysis principles. Ability to analyze and interpret financial data, business laws, and related information. Ability to prepare financial and special reports and analyses. Ability to establish and maintain effective working relationships with superiors, subordinates, other employees, officials, and the general public. Knowledge of information accounting system applications. Ability to work with mathematical and algebraic concepts such as probability, statistical inference, and forecasting. Ability to apply and analyze concepts such as fractions, percentages, ratios, and proportions to practical situations. Some knowledge of City government, its subdivisions, organizational culture, and administrative procedures. Ability to analyze facts and situations critically and objectively and arrive at sound conclusions.

**Minimum Training and Experience**

Possession of a bachelor's degree in accounting or finance and two years of professional accounting experience; or possession of a bachelor's degree in accounting or finance, one year of full-time studies in accounting and one year of professional accounting experience; or possession of a bachelor's degree in accounting or finance, evidence that the CPA or CMA exam has been passed, and one year of professional accounting experience;

**Necessary Special Requirements**

For designated positions, must possess a valid Class E State driver's license at the time of appointment.

Revised: 06-18-82  
12-11-86  
02-10-87  
01-11-90  
02-20-92  
10-10-03\*  
08-10-09\*  
02-14-12  
02-07-22  
05-15-23