



City of Tempe

ACCOUNTANT TRAINEE+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	574	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$54,740
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$73,898
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Accountant+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

This is the entry level class within the Accountant+ series. Employees within this class are distinguished from the Accountant Trainee+ by the performance of complex accounting analysis and duties. Employees at this 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.

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 year of professional accounting experience, preferably in municipal or public accounting.
<i>Education:</i>	Requires a bachelor's degree, or the completion of a bachelor's degree within one year of hire, from an accredited college or university, in accounting or degree related to the core functions of this position.
<i>License / Certification:</i>	None

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 review accounting records for accuracy; and to prepare financial reports, statements and special financial analyses.

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.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

When assigned to Financial Reporting:

- Maintain and reconcile a variety of ledgers and accounts; examine accounting transactions to ensure accuracy; correct financial records as necessary.
- Create and maintain accounting systems as required to comply with various governmental agency guidelines, policies and procedures; prepare reports required by Federal agencies and auditors.
- Prepare transactions for a variety of accounting systems including general ledger, accounts payable, fixed assets, and other accounting systems.
- Prepare and review computer input data for monthly financial reports including general ledger reclasses and month-end journal entries; assist in the preparation of the City's Comprehensive Annual Financial Report (CAFR), including audit schedules and footnotes.
- 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.
- Provide assistance to City staff regarding accounting principles and procedures.
- Provide technical assistance and training to lower level accounting staff as needed.
- 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.
- Coordinate with City departments on the implementation of new systems interfacing with Peoplesoft Financials. Monitor lease agreements to ensure appropriate money is received. Record lease payments. Calculate lease adjustments as required.
- Prepare monthly bank reconciliations for various City accounts.
- Review cash receipts for correct coding.

When assigned to Cash Management:

- Research and resolution of cash reconciling items.
- Resolve cash interface subsystem issues.

- Involvement with the implementation of new systems as it relates to cash management.
- Identify and manage Electronic Fund Transfers (EFT's).
- Update cash management SharePoint sites.
- Prepare month end journal entries.
- Run investment statements and queries.
- Review Request for Proposals for cash management items.
- Update merchant accounts, as needed.
- Coordinate and perform cash management audits.
- Conduct cash handling training and classes.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for long periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time.

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

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective May 2019 (creating flex classification)