

**Title:** Chief Accountant  
**PG:** 63  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Various

**Class Code:** 2009  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is responsible professional accounting and administrative work in planning, organizing and directing the operations for central fiscal control. Work involves supervising and participating in all general accounting activities of a department. Work includes the exercise of considerable judgement in planning, installing, revising and maintaining accounting procedures and in the preparation of statements and reports. Supervision is exercised directly or through subordinate supervisors over all employees of the unit. Work assignments are received in general form indicating results desired, and questions relating to major objectives and priority of work are discussed with the department head. Work is subject to verification by periodic audits and a variety of internal automatic checks.

**ESSENTIAL FUNCTIONS:**

1. Plans, organizes, directs and participates in the work of a group of subordinate professional, subprofessional and clerical employees engaged in maintaining general ledger and budgetary control accounts for a department.
2. Supervises and personally participates in the preparation of regular and special fiscal and statistical statements and reports.
3. Answers questions of subordinates regarding accounting problems which raise policy or other special questions and which do not follow prescribed patterns and procedures.
4. Directs the pre-audit and post-audit of purchase requisitions, receipts and invoices for correctness, legality and proper account classification; directs the preparation and maintenance of payroll records; reconciles banking transactions and exercises control procedures over cash.
5. Studies, devises and installs revisions of systems and forms to facilitate the production of information and the control of receipts and expenditures.
6. Confers with administrative personnel regarding interpretation of accounting policies, procedures and practices.
7. Performs research projects requiring a high degree of analytical ability, familiarity with City policy and procedures, and considerable knowledge of computer applications.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of governmental accounting principles, procedures and processes governing the receipt, custody and expenditure of the monies of the City.
2. Thorough knowledge of modern office practices, procedures and equipment, and standard clerical techniques as applied to the maintenance of the accounting system.
3. Considerable knowledge of the principles and practices of City fiscal administration.
4. Ability to analyze and solve a wide variety of accounting and fiscal problems.
5. Ability to plan, organize and supervise the work of a group of professional, subprofessional and clerical personnel in a manner conducive to full performance and high morale.
6. Ability to establish and maintain effective working relationships with subordinates, other employees, City officials and the general public.
7. Ability to express ideas clearly, orally and in writing.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.

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The job risks exposure to bright/dim light, dusts and pollen.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university, with major course work in accounting.
2. Four (4) years experience in accounting and fiscal operations including two (2) years of supervisory experience.
3. An equivalent combination of education and experience that is determined to be directly related and equivalent to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.