

Code: 1356

Title: FINANCE ACCOUNTANT-PRINCIPAL - FINANCE DEPARTMENT

SUMMARY: This classification, used exclusively by the Central Finance Department, participates in either the preparation of certain parts of interim financial statements, the County's Comprehensive Annual Financial Report (CARF), other annual reports, or testing and implementation of changes to the County's automated financial systems, or processing and analyzing multi-departmental and county-wide transactions for payroll, accounts payable, accounts receivable, and the general ledger.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Participates in the preparation of interim and annual financial statements and other financial reports for the county;

Prepares year-end working trial balances and other supporting accounting schedules and documents;

Provides technical assistance as needed to the Auditor General staff;

Collects, analyzes and balances financial and statistical data for all funds;

Reviews and analyzes accounting transactions, validates account coding and maintains accounting records;

Reviews, analyzes, balances and reconciles accounting activities for the county;

Prepares accounting operating procedures and detailed flow charts;

Provides operational advice and training on the use of the County's automated financial system to departmental users;

Monitors the recording of financial information in the general ledger system to ensure data conforms to generally accepted accounting principles and established procedures;

Implements changes to legislation enacted by the local, state or federal government, e.g., IRS codes, wage and hour laws, state sale taxes, etc.;

Prepares data for monthly, quarterly or annual reports, e.g., 941, sale tax, W-2's, 1099's, etc.;

Prepares audit work sheets, schedules, reports, statistical data and all supporting documentation to be used in compiling the annual financial report for the county;

Reviews, analyzes and generates reports from the County's automated financial systems;

Provides centralized billing and collection services for County Departments;

Evaluates impact of requested or mandated changes to the County's automated financial systems, researches the feasibility of requests and makes recommendations for improvements;

Develops detailed specifications regarding changes to accounting transactions needed for automated interfaces;

Monitors transactions related to cash, property tax, LGIP statement, interest accumulation, etc. in connection with the Treasurer's Office;

Provides cash management for federal grant programs;

Provides technical assistance and education related to IRS regulation, wage and hour laws, GAAP, etc., to other department personnel.

KNOWLEDGE & SKILLS:

Knowledge of:

- general governmental accounting principles, pronouncements, practices and methods to include GAAP, GASB, etc.;
- financial accounting, internal reporting and statement preparation;

- applicable governmental regulations to include IRS codes, wage and hour laws, OMB circulars, etc.;
- applications, procedures and flow techniques of automated financial systems;
- training methods and procedures;
- principles and techniques for data collection, report writing and data analysis;
- applications of management information systems to automated financial systems.

Skill in:

- applying accounting principles to the preparation of financial statements and fund accounting;
- analyzing, interpreting and reconciling accounting data;
- identifying problem areas and recommending revisions and improvements;
- preparing accurate and complete financial reports from accounting records and information systems;
- communicating effectively, both orally and in writing;
- examining major accounting systems for operational efficiency and making recommendations for modification;
- researching and interpreting authoritative accounting sources or local, state and federal laws and regulations and applying results to area of assignment;
- understanding legal terminology as it pertains to contracts, wage assignments, tax levies, etc.

MINIMUM QUALIFICATIONS:

EITHER

(1) A Bachelor's degree from an accredited college or university with a major in accounting or a closely related field as defined by the appointing authority and two years of professional accounting experience.

(A Master's degree from an accredited college or university or CPA designation may substitute for one year of the required experience.)

OR

(2) Two years of experience with Pima County as a Finance Accountant-Senior.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.