

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB350 Project Accountant I
POSITION #/TITLE: 2398, 2399, 2400 Project Accountant I	Adopted: 07-11
	Revised: 09-15

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/General Accounting	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 09
Reports To Position #/Job Code #/JC Title: 2399/NB465/Project Accountant Program Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Skillcheck (Standard and Intermediate Excel) Data entry accuracy
Personal Protective Equipment: None	

General Statement of Duties

Performs technical accounting, financial recording and duties specifically related to general accounting; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Determines, prepares, and records necessary journal entries in financial system including monthly allocations, recurring entries, and year-end entries;
Provides information for annual external audit, as needed;
Performs year end functions for assessment accounting;
Assists in internal audits to monitor the integrity of financial records in compliance with all established City financial policies;
Reviews and audits postings to the general ledger;
Processes documentation and performs timely citywide receipting into financial software (FMIS);
Prepares and processes departmental reports relating to the general ledger;
Performs monthly account and bank reconciliations;
Assists with annual capital asset and inventory audits
Fills-in/back-up to other Project Accountant positions
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles;
Good knowledge of State and Federal fund accounting, auditing and reporting requirements;

Good knowledge of computer and data processing technology as applied to financial, accounting and auditing utilization;
Good knowledge of financial office procedures and practices;
Good knowledge of the business arithmetic and statistical preparation used in compiling financial reports;
Ability to communicate effectively and maintain working relationships with elected officials, State and Federal officials, other City employees and the public;
Good knowledge of the functions of government in a municipality;
Good knowledge of contract administration;
Good knowledge of the practices, methods, and laws relating to grant program compliance;
Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Accounting or a closely related field; and
Some experience in governmental accounting processes; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications
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None

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;
Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate a computer;
Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.