

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Accountant</b>	<b>Class Code:</b>	<b>18016</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>F</b>
<b>Supplemental/Code:</b>	<b>Professional/2</b>	<b>Established:</b>	<b>10/1/94</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

As an entry-level accountant, assists in executing an accounting function by validating, verifying or processing financial transactions to ensure accurate and timely recording and reporting of financial information.

**Essential Functions:**

1. Maintains accurate records of financial transactions by preparing, entering or verifying financial transactions for routine review by supervisors to ensure the accuracy of financial reporting.
2. Provides support to upper management by performing various entry-level accounting duties such as gathering financial information, preparing reconciliation statements and/or entering financial transactions to ensure that a sound financial reporting system is maintained within the department.
3. Conducts research to resolve reconciliation problems .

**Performed depending on location:**

4. Prepares, enters and approves fixed asset transactions to ensure accuracy and compliance with accounting procedures, and city policies and standards.
5. Assists other departments with routine accounting system problems or inquiries to implement a uniform procedure for processing payment vouchers.
6. Audits cash receipts and/or refunds issued for department.
7. Conducts fixed asset inventories of all city departments.
8. Prepares reports for external auditors.
9. Other related tasks as assigned.
10. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills, and Abilities Required to Perform Work**

Knowledge of basic accounting principles and practices.

Knowledge of computerized accounting system and 10-key adding machine.

Ability to make mathematical calculations with speed and accuracy.

Ability to reconcile reports.

Ability to analyze data and prepare reports.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

**Working Conditions and Hazards:**

Works in normal office conditions.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.