

CITY OF CHATTANOOGA

Classification Specification Title: Accountant 1

Department: Finance

Pay Grade: GS.11

Supervision Received From: Accounting Manager

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/3/25;

8/27/24; 10/20/23; 1/24/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing professional accounting work by applying Generally Accepted Accounting Principles (GAAP) to analyze, research and compile financial data. Responsibilities include timely, accurate recording of financial transactions to ensure accurate presentation of the financial statements of the city. Areas of responsibility include general ledger, expenditure ledger, revenue ledger, payroll posting and taxes, capital assets, deferred compensation, grants, and employee benefits. Must be familiar with federal, state and local requirements and demonstrate compliance with IRS regulations. Duties also include providing input to the city's Annual Comprehensive Financial Report (ACFR). All duties are to be done in a professional, competent and confidential manner and should conform to the Federal Accounting Standards Board (FASB), Governmental Accounting Standards Board (GASB) and Office of Management and Budget (OMB) federal award regulations.

SERIES LEVEL:

The Accountant 1 is the first level of a three-level accountant series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Prepare and analyze financial statements, schedules, and disclosures in accordance with GAAP, GASB, and other applicable standards.

Assist in the preparation of the city's Annual Comprehensive Financial Report (ACFR) and the Popular Annual Financial Report (PAFR) to ensure timely and accurate reporting.

Reconcile accounts and prepare journal entries related to assets, liabilities, revenues, and expenses.

Performs fund and accrual accounting for various governmental and proprietary funds and component units. Maintains accounting records for proprietary funds; and analyzes information to determine entries required to convert from modified accrual to full accrual accounting for year-end financial reporting of all proprietary funds.

Reconciles bank statements to the accounting records and performs required follow-up with financial institutions and internal departments to maintain accurate accountability of city funds.

Analyzes city-wide purchases to determine capitalization for fixed assets based on established guidelines; prepares and updates additions to fixed assets; prepares year-end schedules for the external auditors in connection with fixed assets, including items in the ACFR and the Notes to the financial statements.

Review and analyze budget-to-actual results for annual appropriations, multi-year budgets, and capital projects.

Serves as the primary contact with fiscal analysts and finance managers in departments to provide guidance on financial matters, including proper accounting procedures and Enterprise Resource Planning (ERP) system usage.

Processes payroll taxes, 1099s, W2s, 941s, pension payments, deferred compensation and unemployment taxes in compliance with applicable Federal and State regulations.

Analyzes historical property tax receipts to determine the uncollectible amount and records the proper delinquent amounts.

Performs a detailed review annually of outstanding checks; prepares and submits unclaimed funds escheatment to the State.

Participate in external audit preparation, responding to auditor inquiries and providing necessary documentation, including coordination with internal audit recommendations.

Communicate financial information to internal and external stakeholders, including auditors, rating agencies, and state/federal agencies.

Prepare reports for management and assist with strategic financial decision-making processes.

Attends education and training seminars to maintain an in-depth knowledge of accounting principles, GAAP, GASB standards, and federal and state financial regulations.

Ensures that records are being kept and maintained in accordance with record retention requirements.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Finance or related field with one (1) year of equivalent experience in or related to accounting; or any combination of equivalent experience and education.

This is a career ladder position. This position will receive an automatic progression to Accountant 2 when the incumbent has achieved the required minimum qualifications and licenses/certifications for the next position in the series.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of accounting and mathematical principles; basic accounting practices, financial statement preparation, and calculations for payroll taxes, deductions, and reconciliations; payroll systems and tax reporting requirements (e.g., 1099, W2s); Federal, State, and Local laws, as well as financial and governmental accounting principles; Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards; automated financial systems and advanced report writing tools.

Skill in prioritizing their workload under guidance while being able to focus on individual tasks with supervision; preparing basic financial statements, budgets, reports, schedules, and disclosures under supervision; following standard procedures for routine reporting; performing routine account reconciliations, ensuring transactions are recorded accurately and balances are maintained. Conducting basic research and providing support for problem-solving with minimal supervision; exercising independent judgment within structured guidelines and procedures, seeking guidance from supervisors when necessary.

Ability to analyze financial data and trends using various analytical methods is essential at all levels; communicates effectively with coworkers, supervisors, and the public, focusing on routine interactions and receiving work direction; interpret complex financial data and provide clear recommendations to management; communicate and utilize interpersonal skills to interact with internal departments, auditors, and external agencies.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.