



City of Kansas City, Missouri Job Class Specification

Job Title: ACCOUNTANT

Department: MULTI

Job Code: 1119

Status: NONEXEMPT

Grade: NE-5

Summary

This is beginning level professional accounting work in the maintenance and review of fiscal records under general supervision.

Work involves responsibility for independently maintaining one or more complete sets of accounting records, or in participating in the work of a unit engaged in collecting and recording detailed municipal fiscal transactions. Employees of this class may assist higher level accountants with more complex accounting functions and problems. Work requires independent judgment on technical accounting problems of limited variety, but account classifications and major procedures are determined by departmental regulations or by legal requirements. Work is reviewed by a technical supervisor upon completion for overall standards of performance and is subject to periodic audit.

Duties and Responsibilities

- Audits, records, and reports financial information and data for various funds; audits accuracy of extensions, propriety of expenditures, proper codification, availability of funds; processes orders and reservations for encumbering and paying invoices.
- Process refunds on contracts; process payments of principal and interest on bonds; maintains accumulation of billing to outside agencies.
- Leads the work of a clerical unit; assists in audit of time records.
- Perform related duties as required.

Technical Skills

- Must demonstrate knowledge of accounting principles and procedures; modern office practices, procedures, equipment, and standard clerical techniques; the municipal accounting, purchasing, tax, and allied systems and procedures.
- Must demonstrate ability to apply accounting principles to the maintenance of fiscal and accounting records; perform detailed work involving written or numeric data, and to make arithmetic calculations rapidly and accurately; recognize problem areas in existing account maintenance procedures; present ideas effectively in written or oral form.
- Must demonstrate knowledge of Microsoft Excel and Word. Must be able to transfer financial data into spreadsheets that will communicate the information effectively to non-accounting supervisory and management staff.
- Must demonstrate ability to perform addition, subtraction, multiplication, and division of whole numbers and fractions, calculate percentages, and convert units of measure.

Education and Experience

Accredited Bachelor's degree with major course work in accounting, business administration or a related subject area

OR

An equivalent combination of education and experience.

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| Certificates/ Licenses/Special Requirements | Must pass a background check as prescribed by the City. |
| Supervisory Responsibility | None. |
| Supervision Received | <p>Work is performed under general supervision</p> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p> |
| Created | 9/06 |
| Revised | 9/08, 4/13,8/2022 , 01/2024 |