



Job Title	Accountant I	FLSA Status	Non-Exempt
Band	PRO	Probationary Period	12 Months
Zone	3	Job Code	17200

Class Specification – Accountant I

Summary Statement:

The purpose of this position is to perform a wide variety of professional analytical duties in support of the City of Colorado Springs including studies and research projects as requested; and to participate in financial processes. Provide professional level accounting support in the maintenance and reconciliation of the City's general and subsidiary ledgers; to prepare financial reports including the City's Comprehensive Annual Financial Report; and to perform a variety of accounting functions relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS: I

This is the entry level class in the Accountant series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Perform analytical duties in support of the City of Colorado Springs; perform budget and accounting analyses, studies, and research projects; gather and analyze data; make recommendations; prepare reports; and take appropriate actions. Perform professional accounting activities in compliance with applicable standards and specifications including general ledger reconciliation, financial reporting, and record keeping; review and analyze records and reports; and respond to inquiries or complaints. Provide assistance in resolving accounting and budget problems; identify problems; conduct research to find solutions; make recommendations; and take appropriate actions. Analyze grant budgets and set up appropriate line items within the accounting systems; and assist departments maximize the utilization of grant funds.
30%	Coordinate assigned services and project activities with other City groups, units, boards, committees, task forces, external organizations, and the general public; and respond to and resolve inquiries and complaints. Participate in the annual financial audit and provide information and supporting documentation to the auditors; analyze and



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	reconcile all funds; and analyze expenditures for capitalizing fixed assets. Prepare the Comprehensive Annual Financial Report for the City of Colorado Springs and its' reporting entities. Maintain, reconcile, and audit a variety of accounts, general ledgers and reports; examine and correct accounting transactions to ensure accuracy; tabulate financial and statistical data; and prepare monthly fiscal reports and special reports relating to the progress of assigned funds.
25%	Prepare statistical, financial, and budget reports for internal and external customers; and enter updated information into the financial system and maintain accurate financial records. Monitor and reconcile various accounts verifying availability of funds and classification of expenditures; and research and analyze transactions to resolve problems. Establish and maintain written procedures to ensure adequate internal controls over the centralized accounting functions. Stay abreast of new trends and innovations in governmental accounting and related accounting software.

Competencies Required:
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in accounting, finance, or a related field.

Experience: One year of full-time accounting, analytical and/or budgetary experience including experience specific to area of assignment.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).



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Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized accounting software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2014