

**Summary of Duties:** Provides technically expert advice and direction to professional accounting, auditing and administrative staff in the implementation and maintenance of the City-wide plan to prepare all financial records in full compliance with Generally Accepted Accounting Principles and with relevant pronouncements of the Governmental Accounting Standards Board; assists in developing and implementing policies and procedures governing accounting records of the City; plans, organizes and directs the work of subordinates engaged in the above activities; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** The class of GAAP Compliance Officer is distinguished by the specific, highly technical knowledges required to interpret and apply Generally Accepted Accounting Principles and Federal and State regulations to the range of accounting and auditing functions performed within the financial entity of the City of Los Angeles. An employee in this class is assigned to the Office of the Controller and is responsible for performing research and support activities necessary to provide technical advise and direction to operating departments and agencies. Assignments are received in terms of program objectives, and work is reviewed for its adequacy in solving problems and meeting legal and policy requirements.

The GAAP Compliance Officer serves as a resident expert providing consultation on the sophisticated technical aspects of GAAP compliance in commercial and governmental accounting, especially as it relates to the preparation of financial statements for the purpose of debt financing.

Incumbents are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

**Examples of Duties:** A GAAP Compliance Officer:

- \* Reviews all pronouncements from the Financial Accounting Standards Board and the Governmental Accounting Standards Board to provide guidance to accounting personnel in the Controller's Office and all City departments and agencies;
- \* Evaluates the impact of established and proposed pronouncements on the financial operations of the City and prepares position papers on these issues;
- \* Staffs the GAAP Conversion Task Force;
- \* Researches issues pertaining to debt financial and financial reporting standards;
- \* Develop the policies and procedures governing recording of financial transactions of the City.  
Recommends operating policies and procedures;

- \* Evaluates the technical compliance of operating departments and works with chief accounting employees to resolve problems;
- \* Assists in developing training programs for City employees to maintain proficiency in GAAP compliance;
- \* Works with other management accounting program staff to ensure proper compliance policies and procedures in the programs for which they are responsible;
- \* Communicates equal employment/affirmative action information to employees;
- \* Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- \* Assists employees in preparing for promotion as described in the City's Affirmative Action Program;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A good knowledge of:**

- \* The theories and practices of professional accounting and auditing;
- \* Current pronouncements, statements, Federal, State and local legislation, regulations and reporting requirements as they relate to the financial operations of the City of Los Angeles;
- \* Theories and practices of cost accounting and grant accounting;
- \* Public financial administration;
- \* Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;
- \* Techniques of training, instructing and evaluation of subordinate work performance;
- \* Techniques for counseling, disciplining, and motivating subordinate personnel;
- \* Procedures for grievance handling;
- \* Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- \* Effective safety principles and practices;

**A working knowledge of:**

- \* The accounting systems and financial structure of the City of Los Angeles;
- \* The utilization of data processing methods in the maintenance and auditing of accounting records;
- \* The Charter, laws and ordinances relating to the financial administration of the City;
- \* Memoranda of understanding as they apply to subordinate personnel;

**A general knowledge of:**

- \* City personnel rules, policies and procedures;

**The ability to:**

- \* Understand, interpret and apply complex legislation and regulatory authoritative documents in providing technical direction to the preparation of a comprehensive coordinated financial statement;
- \* Analyze and interpret highly detailed, complex financial reports and other data of large or numerous governmental units;
- \* Devise logical solutions to complex problems and to make sound recommendations;
- \* Prepare and present complex oral and written reports, advice, and recommendations clearly, concisely, logically, and convincingly;
- \* Communicate in clearly understandable written and spoken English;
- \* Deal tactfully and effectively with elected officials, City officers, managers, chief accounting employees, representatives of public and private agencies, and other City employees;
- \* Establish and maintain a work environment to enhance both employee morale and productivity.

**Minimum Requirements:**

Two years of full-time paid professional experience in a position at the level of Principal Accountant with the City of Los Angeles with experience in the analysis and preparation of financial statements in accordance with Generally Accepted Accounting Principles.

**Licenses:** A valid California driver's license may be required.

**Physical requirements:** Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the positions, and the appointing authority's ability to effect reasonable accommodation to the person's limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**