

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

08/12/04

TREASURY ACCOUNTANT, 1609

Summary of Duties: Performs professional treasury/banking accounting work in the analysis, preparation, maintenance or evaluation of financial reports, account reconciliation, debt management, investment accounting, and general accounting of City treasury funds, and commercial, custodial and merchant accounts, within the Office of the Treasurer; may act as a lead in the performance of such work; and does related work.

Distinguishing Features:

Performs entry-level professional treasury/banking accounting duties. Employees of this class are proficient in the unique operations of the Treasurer's banking, debt management and investment activities. Proficiency is attained through the performance of duties in accordance with established policies, procedures and regulations, but which require the exercise of professional judgment. Employees of this class are required to apply governmental and commercial Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS), and to comply with the pronouncements of the Governmental Accounting Standards Board (GASB), and the Financial Accounting Standards Board (FASB).

Performs professional treasury/banking accounting duties of moderate difficulty in the establishment, maintenance and/or evaluation of treasury funds and commercial, custodial and merchant accounts; exercises a degree of independent judgment in the application of accounting principles, standards and procedures, and interpretation of regulatory guidelines, legal requirements and City policies as they pertain to the Treasurer's banking, debt management and investment activities; and performs the full cycle of accounting activities including making adjustments and preparation of reports. The incumbent may assist in conducting audits or other financial studies; or may assign and review the work of professional entry level or clerical employees who assist in the more routine phases of the work.

The class of Treasury Accountant is distinguished from the class of Accountant in that the former is primarily concerned with monitoring and accurately reporting, and accounting for all treasury activities within the Office of the Treasurer.

Example of Duties: A Treasury Accountant:

- Prepares documents to effect the entry, balancing, adjusting, closing and reconciling of accounting books;
- Performs daily reconciliation and analyses of City commercial, custodial, merchant and trustee accounts;
- Performs cash reconciliation of all City accounts with the General Ledger and commercial banks;
- Performs daily accounting activities of all Treasury cash flows (including investment transactions);
- Prepares monthly accruals and prepayments of all Treasury transactions;
- Records daily investment transactions for reserve, core and special funds after validating investment confirmations;
- Performs cost, market value and par reconciliations;
- Performs the allocation of interest to City funds;

- Maintains a cash journal and prepares cash receipt documents;
- Maintains records of receipts, expenditures, encumbrances and unencumbered balances;
- Prepares bank reconciliations; audits invoices and demands;
- Prepares journal vouchers for adjusting and closing entries;
- Assists in maintaining an effective internal control infrastructure;
- Validates proper authority for the release of funds via the Automated Clearing House (ACH), Electronic Fund Transfers (EFT) or other electronic methods;
- Performs review of City-wide authorized bank signatories and reconciliation certifications;
- Performs revisions to Treasury Accounting operations policies and procedures manuals;
- Makes recommendations for processing and recording unusual or nonrecurring transactions;
- Monitors and records the receipt of state, county and local revenues to the Treasury's cash flow model;
- Participates in high-level interaction with financial service providers, such as broker/dealers, transfer agents, account custodians, auditors, and pricing services;
- Reconciles discrepancies between external service provider reports and the Treasury's internal reports;
- Reviews service providers' periodic financial statements;
- Participates in the Treasurer's Department Teams to improve efficiency in the processing system, which includes automation of manual work and implementation of new banking technology;
- Participates in the implementation of technological systems and processes that computerize Treasury Accounting records;
- Establishes new general ledger accounts and prepares changes in existing accounts;
- Conducts studies and prepares cost and statistical reports;
- Sets up and maintains bond ledgers;
- Prepares and interprets monthly and annual reports of billings and collections;
- May participate in the preparation and control of the annual budget; maintains budgetary and cost accounting records;
- Compiles and interprets reports reflecting financial transactions;
- Reviews, verifies, and classifies accounting documents;
- Assigns and reviews the work of clerical employees and/or other Treasury Accountants assisting in the gathering, compiling, tabulating, and computing of accounting and statistical data;
- Performs cost accounting, cost allocation, cash management and cash flow analysis;
- Performs financial planning, reporting and control;
- Performs original research, preparation of reports/footnotes, recommendations for changes/improvements in the application of GAAP and GAAS;
- Performs assessment accounting; prepares financial statements;
- Performs structured finance reporting;
- Prepares monthly investment, debt and cash management activity reports;
- Prepares ad-hoc summary financial reports;
- Performs calculations used in Treasury Cost of Funds reporting;
- Establishes debt related funds;
- Advises the Treasurer's Systems Group of pertinent account additions/deletions;
- Reconciles Depository Trust Company (DTC) and other paying agent reports in order to effectuate the Treasurer's payment of debt service;
- Reconciles and prepares activity reports of unclaimed monies for escheatment purposes;
- Maintains cash flow records, and forecasts availability of funds for investments;
- Prepares accounting documents reflecting investment transactions;
- Analyzes comparative trends in costs; prepares depreciation schedules;
- Verifies accuracy of reported revenue and expenditures, revenue payments or compliance with contracts, agreements or governmental rules and regulations;

- Analyzes differences between payments made and audit findings;
- Examines journals, ledgers, invoices, contracts, reports of C.P.A. and public accountant audits, corporation minutes and other related records;
- Examines systems of accounting and evaluates internal controls for compliance with procedures, and policies, and reports deviations, and risk and fraud identification and mitigation;
- Explains appropriate ordinances, regulations, legal opinions and policies to officials of organizations and businesses as it relates to the Treasurer's banking activities;
- Prepares narrative reports as needed;

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

Qualifications

Knowledge of:

- The theory and practice of governmental and private sector accounting;
- Cost accounting methods and procedures;
- Laws and ordinances relating to the financial administration of public funds;
- Electronic data processing principles;
- The application of GAAP, GAAS, pronouncements of the GASB and the FASB;
- Auditing and internal controls principles and practices;
- Accounting systems and financial structures of treasury operations;
- Principles and practices of financial administration, including budget preparation and control;
- The analysis, development and implementation of accounting systems and procedures;
- General office practices and procedures;
- Investment accounting and procedures, bond accounting, and the analysis of transactions relating to the purchase, sale and exchange of securities;
- Excel Spreadsheet, Microsoft Office Suite, PowerPoint, Access, Internet research, database and word processing computer applications;

Ability to:

- Prepare, analyze and verify routine financial documents, statements and reports;
- Apply accounting and auditing principles and procedures in conformance with GAAP and GAAS;
- Apply and interpret rules and regulations applicable to the accounting systems of the Office of the Treasurer;
- Prepare complex financial statements and reports;
- Prepare comprehensive reports and analyses of financial activities;
- Plan and conduct audits of accounting records in accordance with GAAS;
- Prepare detailed and complex audit working papers and audit reports;
- Understand, use and explain complex legal provisions in conducting audits;
- Operate calculating machines and make rapid, accurate computations;
- Use computer technology to verify, reconcile and interpret accounting and financial records;
- Read, analyze and interpret electronic data systems financial reports;
- Analyze situations accurately and adopt an effective course of action;
- Analyze a variety of accounting data, identify trends, make projections, and draw sound conclusions;
- Prepare and present clear, complete, concise reports using proper technical accounting language and correct English grammar in a logical and convincing manner, both verbally and in writing;
- Communicate in clearly understandable written and spoken English;
- Act as a lead worker to other Treasury Accountants and clerical accounting staff;

- Establish and maintain cooperative relations with a variety of individuals.

Requirements:

1. Graduation from a recognized four year college or university with a bachelor's or a master's degree in accounting or finance; **and**
2. Three years of full-time paid professional experience in treasury, banking or finance accounting activities, in any of the following areas: assessment accounting, structured finance reporting, monitoring investment and debt activity, effectuating payment of debt service, escheatment processing, cost accounting, cost allocation, cash management and cash flow analysis.

NOTE: Certification from the Association of Financial Professionals (Certified Treasury Professional designation or CTP) or similar association is desired, but not required.

Appointment to a position in this class is subject to a one-year probationary period as provided by Section 1011 of the City Charter

License: A valid California driver's license may be required for some positions in this class.

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

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the 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, responsibilities, and required qualifications of any position shall be.