

## **Principal Accountant (1525) Task List**

### **Direction of Accounting Work**

1. Provides guidance to accounting staff engaged in the analysis of revenue and receivables of fees and charges, including analyzing outstanding accounts receivable, grants and other billings, auditing cash receipt records, and the recording of revenue accounts fiscal management software such as Financial Management System (FMS), Oracle E-Business Suite (EBS), and Systems, Applications, and Products (SAP) in order to ensure accuracy, completeness, timely recognition, and compliance with Citywide revenue collection policies and procedures regarding financial recording and reporting of revenue.
2. Approves automated payroll certs, benefits worksheets, and schedules, including analyzing related sick, vacation, and other records for civilian and sworn personnel using software such as PaySR and/or other timesheet reporting systems in order to ensure sufficient appropriation for payroll funding and compliance with the Civil Service Rules, Memorandums of Understanding (MOUs), and the Federal Labor Standards Act (FLSA).

### **Reporting, Analysis, & Procedures**

3. Reviews and approves reports under receipt and expenditures on the condition of departmental general and special funds, such as special parking revenue funds, Proposition A, Proposition C, and/or proprietary funds, containing information such as fund numbers, fund name, reporting time period, balances and transactions, transaction description, dollar amounts, and/or fund purposes, using information extracted from reporting/record-keeping tools and applications such as Financial Management System (FMS), InfoAdvantage, Microsoft Office, and various departmental proprietary reporting tools in order to present to and/or index information for departmental management and ensure compliance with City financial policies, rules, and/or regulations.
4. Develops, refines, and adapts accounting policies and procedures in the areas of general accounting, accounts payable, accounts receivable, procurement accounting, and/or cost allocation plan in order to address shortcomings, deficiencies, and changes in accounting policies and procedures, provide guidance to staff, and ensure internal controls are effective and efficient so financial transactions are accurate, complete, and processed consistently in compliance with rules and regulations, such as the City Charter, Federal grant requirements, and the Generally Accepted Accounting Principles (GAAP).
5. Directs or supervises staff such as Senior Accountants and Accountants in the preparation of and the effectiveness and accuracy of financial and cost analyses, using data from Financial Management System (FMS), InfoAdvantage, and other proprietary department software, and including information pertaining to resources collected and used, in order to provide recommendations for the formulation of financial policies and studies and give management financial information to

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respond to inquiries about accounting or financial matters, reports, statements, and budget estimates.

6. Responds in writing to recommendations made by internal or external auditors in audit reports regarding financial processes and reporting of department financial activities and/or performance in order to resolve issues found in the audit report that are deemed acceptable and/or provide research to show reason as to why they may find audit recommendations unacceptable.
7. Reconciles fund balances of City department funds, by comparing documentation including account balance sheets, generated reports, subsidiary and general ledgers, and bank statements, while considering information such as cash balance, liability account balances, encumbrances, and/or uncommitted appropriation balances using Financial Management System (FMS), InfoAdvantage, internal departmental systems, and other off-system records in order to ensure fund activities are accurate, not to exceed cash available, updated to meet Controller mandate or other fiscal requirements, and are in compliance with Generally Accepted Accounting Principle (GAAP) requirements.
8. Conducts and/or supervises staff engaged in the analysis of Council actions, administrative directives, contractual agreements, and new or revised accounting procedures, records, and cost systems, in relation to factors such as financial processes and fiscal impact, using information from Financial Management System (FMS), InfoAdvantage, internal departmental systems, and off-system records in order to ensure accurate recording, data entry, contract compliance are met, as well as the interpret information regarding the recording of transfers and transactions, and ensure the consistency of the financial process within the existing fiscal policies.
9. Reviews reports to be submitted to the Federal and State Controller's Office, as provided by staff, such as the annual department-specific reports and other standardized forms for local governments or special districts, public retirement systems, and the expenditure of State funds for the construction and maintenance of highways, streets, bridges, or for other purposes, containing information such as assets, liabilities, debt activities, construction activities, and/or payroll information in order to ensure that fiscal reporting requirements set by the Federal and State Controller are met.

**Supervision**

10. Directs the work of a departmental accounting division, comprised of employees, including Senior Accountants and Accountants, engaged in activities, such as maintaining, recording, and conducting fiscal transactions, processing, reviewing, and approving of accounting documents, reconciling and maintaining subsidiary and control ledger, preparing financial analysis and reporting, conducting audits, and/or drafting of accounting recommendations by directing, delegating,

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coordinating, assigning, and organizing the work of staff based on factors such as difficulty and priority of assignments and employee workload and by providing instruction through email, telephone, and direct contact in order to carry out work assignments and functions related to financial processes.

11. Approves or disapproves of an employee's work schedule and requests for time off by considering factors such as workload and project timelines and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.
12. Observes, reviews, evaluates, documents, and discusses performance of staff based on job related factors such as completion of assignments, timeliness, and consistency of quality and quantity with standards in order to identify developmental needs, provide feedback, prepare employee for career advancement opportunities, and improve work quality or performance for future assignments.
13. Interviews job candidates for positions such as Senior Accountant, Accountant, and Accounting Clerk in order to make hiring recommendations and/or decisions based on the candidate's demonstrated knowledge, skills, and abilities and overall suitability for the position.
14. Counsels employees and makes recommendations to higher level management regarding the initiation of the disciplinary process for employees who have violated a personnel policy or acted inappropriately, and after receiving approval, follows and documents departmental progressive disciplinary steps, including written or oral warning, suspension, and discharge in order to perform personnel policy functions.
15. Applies the principles of Equal Employment Opportunity (EEO) by taking the necessary steps to prepare employees for promotion including providing training and information regarding EEO policies, and promoting a positive work environment by monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation, taking appropriate corrective action when necessary, and commending outstanding job performance by giving public recognition or issuing notices of commendation in order to ensure better acceptance and working relationships among various groups of employees, increase employee productivity and/or morale, set standards of exemplary performance for employees and to comply with City and department policies and procedures.
16. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, and procedures, and benefits in order to ensure new staff members are prepared to complete their job duties successfully and in accordance with Department standards.

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17. Identifies training needs and requests or recommends special training for subordinate staff, such as job rotations, training courses and classes given by the City in supervision and other subjects, in order to improve the quality of their work and further develop staff.
  
18. Communicates with employees, management, and other supervisors orally and in writing in order to coordinate activities of a unit or request or provide information, direction, or guidance regarding work assignments, problems encountered, personnel matters, project requirements, project timeline, appropriate work methods and procedures, City and department policies and how to comply with them, policy changes, department objectives, interpretations of City policies or Memorandums of Understanding (MOUs), updated safety information, and training and promotional opportunities.