



Accountant I #01795

City of Virginia Beach – Job Description

Date of Last Revision: 03-05-2020

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 7

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Conduct routine research, analysis, development, and summarization of financial information for independent audit purposes and financial reporting and perform the financial administration and reporting of routine federal and state grants.

Representative Work Functions and Responsibilities

Research, analyze, and summarize various financial records to develop routine financial reports such as certain federal census bureau surveys, interim financial statements for City Council, uniform financial reporting transmittal forms required by the Commonwealth of Virginia Auditor of Public Accounts, financial statements and statistical tables within the Comprehensive Annual Financial Report, and other financial reports for external entities.

Develop worksheets and research and analyze financial documents and records to develop schedules and working papers on such financial information as depreciation and loss on dispositions on office equipment and machinery of proprietary funds, assets under capital leases, real estate and personal property tax assessed value and net levy, present value and imputed interest computations, and other such financial data for independent auditors, City Council, and city departments.

Perform the financial administration and reporting of routine federal and state grants which includes the monitoring of grant expenditures and revenues and ensuring compliance with prescribed grantor requirements; communication with grantor agencies and grantee departments on federal and state guidelines and procedures, contracts, budget amendments, awards, compliance with legal, administrative, and budgetary requirements, and the research, development, and summarization of financial information for reporting to grantor agencies and reimbursement requests.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

Expediently and effectively conduct routine research, analysis, development, and summarization of financial information; accurately and diplomatically communicate with grantor agencies and grantee departments both orally and in writing on specific inquiries and with other city departments and staff in

providing financial information; thoroughly complete related work as required in a clear and concise manner with all pertinent data properly documented.

Minimum Qualifications

Bachelor's degree in Accounting or related OR an equivalent combination of education (above high school level) and/or experience equivalent to four (4) years in fields utilizing the knowledge, skills, and abilities associated with this position.

Preferred Qualifications

Master's degree in Accounting

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of accounting principles and auditing standards as promulgated by the American Institute of Certified Public Accountants, Financial Accounting Standards Board, and Governmental Accounting Standards Board.
2. Knowledge of the modern methodology and techniques of financial accounting.
3. Knowledge of the applicability of automated data processing to financial accounting information systems.
4. Knowledge of local government accounting standards.

B. Skills

1. Skill in developing detailed worksheets, schedules, working papers, and correspondence in communicating financial information and results.
2. Skill in the clear and concise communication (both orally and in writing) of financial information to federal, state, and city agencies with tact and diplomacy.

C. Abilities

1. Ability to comprehend and apply user oriented computer languages and microcomputer languages and software packages to routine tasks.
2. Ability to comprehend and apply instructions and directions that are communicated orally and in writing.
3. Ability to establish and maintain effective working relationships with grantor agencies and grantee departments, and with other city departments and staff.
4. Ability to comprehend governmental accounting, auditing, and financial reporting.
5. Ability to comprehend and apply commercial law (especially relating to contractual agreements).
6. Ability to apply business mathematics, statistics, and quantitative.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes.*

Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems or coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, and field of vision, hearing and speaking.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.