



Code: 0111

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Auditing

CLASS TITLE: LEAD ACCOUNTANT

CHARACTERISTICS OF THE CLASS

Under general supervision, performs professional accounting work of the most complex nature, typically requiring the application of advanced accounting knowledge, and/or functions as a working supervisor over a small accounting staff while maintaining own accounts, and performs related duties as required

ESSENTIAL DUTIES

- Performs and supervises the work of professional accountants engaged in the management of financial accounts
- Develops and accesses new or existing computer applications or spreadsheets and records, verifies, and analyzes journal entries for assigned accounts and those managed by subordinates
- Develops work standards and conducts staff performance evaluations
- Conducts audits of financial documents (e.g., internal accounting records performed by private audit firms) and reviews those conducted by subordinates to ensure entries are accurate, appropriately allocated to accounts, and comply with contract and funding guidelines, and documents errors and reconciles accounts, as required
- Monitors the balances of assigned accounts and those of subordinates and adjusts spending levels and fund re-allocations to ensure the availability of funds to cover expenditures
- Prepares various reports (e.g., program and operating budgets with tiered funding structures, financial statements, balance sheets, financial reports) of a complex nature and reviews those prepared by subordinates
- Coordinates the analyses of historical records and anticipated economic trends and forecasts future expenses and revenues
- Coordinates the compilation of complex financial schedules and reports
- Interprets general accounting principles and financial procedures to management
- Trains staff on accounting procedures
- Functions as a liaison on accounting-related issues to the Office of Budget and Management, City Comptroller's Office, and government and delegate agencies
- Assists in designing and implementing computerized accounting systems and internal controls
- Processes and reviews invoice payments and purchase orders for various parties (e.g., refunds and payment voids, accounts payables issues, status of purchase orders and payment vouchers)
- Calculates and prepares grant/project revenue collection reimbursement
- Reviews grant/project applications and awards
- Examines sub-grant agreements for any fiscal related requirements
- Reviews departmental requests for appropriating funds, authorizing grant/project obligations, monitoring and reporting grant/project expenditures, recording receivables and collections and closing out grant/project awards
- Coordinates and submits final close-out reports to various grantors

- Maintains and reports in-kind awards and expenditures incurred by the sub-grantees

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Accounting or a directly related field with 15 semester hours in Accounting, plus three years of professional accounting experience; or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:

- *generally accepted accounting and auditing principles, methods, practices, and procedures
- *applicable financial analysis principles, methods, practices, and procedures
- applicable computer software packages (e.g., accounting software, data management software) and applications (e.g., Oracle)
- *applicable mathematical principles and applications
- budget preparation and management methods, practices, and procedures

Moderate knowledge of:

- generally accepted fiscal policy principles, methods, practices, and procedures

Some knowledge of:

- financial management principles, methods, practices, and procedures
- training practices and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Accountant class

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **MATHEMATICS** - Use mathematics to solve problems
- **MONITORING** - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- **COORDINATION WITH OTHERS** - Adjust actions in relation to others' actions
- **INSTRUCTING** - Teach others how to do something

Other skills as required for successful performance in the Accountant class

Abilities

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- **SPEAK** - Communicate information and ideas in speaking so others will understand
- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand
- **CONCENTRATE** - Concentrate on a task over a period of time without being distracted
- **REASON TO SOLVE PROBLEMS** - Apply general rules to specific problems to produce answers that make sense
- **REASON MATHEMATICALLY** - Choose the right mathematical methods or formulas to solve a problem

Other abilities as required for successful performance in the Accountant class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
February, 2021