



Code: 0187

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Auditing

CLASS TITLE: DIRECTOR OF ACCOUNTING

CHARACTERISTICS OF THE CLASS

Under direction, functions as a second-level supervisor directing a professional accounting division, and performs related duties as required

ESSENTIAL DUTIES

- Directs supervisors of accounting units in overseeing professional staff engaged in managing financial accounts
- Monitors operations and directs the development of systems and procedures to ensure operational efficiency
- Develops goals, objectives, and work standards and conducts performance evaluations of supervisory staff
- Reviews and approves various actions or reports (e.g., program and operational budgets and amendments, audit reports, spending adjustments, fund re-allocations)
- Meets with managers to determine fiscal information needs and directs the preparation of financial reports
- Interprets general accounting principles and financial procedures to management
- Oversees the conduct of audits performed by private firms, coordinates the preparation of replies to auditors' findings, and develops processes and procedures to implement audit recommendations
- Directs staff training and development activities
- Directs and participates in the design and implementation of new computerized accounting systems to improve the effectiveness of financial reporting
- Manages and monitors the performance of contractors and vendors
- Provides guidance on accounting-related issues to staff and other City and government agencies (e.g., Office of Budget and Management, City Comptroller's Office, delegate agencies)

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 credit hours in Accounting, plus five years of professional accounting experience of which two years are in a supervisory role related to the responsibilities of the position; 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

Comprehensive 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
- *financial management principles, methods, practices, and procedures

Considerable knowledge of:

- training practices and procedures
- *management and supervisory methods, practices, and procedures

Moderate knowledge of:

- revenue security methods, practices, and procedures (e.g., tax revenue collection)

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

Other knowledge as required for successful performance in the Supervisor of Accounting 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
- LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- *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

- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- NEGOTIATION - Bring others together and trying to reconcile differences

Other skills as required for successful performance in the Supervisor of Accounting 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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- 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 Supervisor of Accounting class

Other Work Requirements

- ACHIEVEMENT/EFFORT - Establish and maintain personally challenging achievement goals and exert effort toward task mastery
- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Supervisor of Accounting 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
May, 2022