CLASS TITLE: ACCOUNTANT I

CHARACTERISTICS OF THE CLASS
Under immediate supervision, performs entry-level professional accounting duties, and performs related duties as required

ESSENTIAL DUTIES
- Participates in the preparation and set up of program and operating budgets
- Codes, records, and updates journal entries (e.g., expenditures, account transfers, and budget revisions) using manual and computerized spreadsheets
- Audits financial documents 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 account balances and recommends spending adjustments and fund re-allocations to ensure the availability of funds to cover expenditures
- Prepares basic financial statements, balance sheets, and financial reports using computer spreadsheets
- Analyzes historical records and anticipated economic trends and participates in forecasting future expenses and revenues
- Verifies receipts (e.g., from cashiers and lockboxes, reimbursements, petty cash fund) with data in computerized systems and makes adjustments as required
- Maintains files of departmental information (e.g., vendor names, requisition numbers, bond series, voucher numbers)
- Communicates with customers to research discrepancies or provide information

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.

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
Some knowledge of:
• *generally accepted accounting and auditing principles, methods, practices, and procedures
• *applicable financial analysis principles, methods, practices, and procedures
• customer service techniques
• applicable computer software packages (e.g., accounting software, data management software) and applications
• applicable mathematical principles and applications
Knowledge of applicable City and department policies, procedures, rules, and regulations

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
• MATHEMATICS - Use mathematics to solve problems
• CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

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
• 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
• WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly

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.