



Code: 0101

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Auditing

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.

City of Chicago
Department of Human Resources
May, 2014