

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

Accountant

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	4	1	Exempt	Accounting	Finance Director

CLASS SUMMARY:

This position is responsible for performing a variety of accounting tasks. Responsibilities may include preparing reconciliations; analyzing financial transactions; and preparing journal entries.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Receives, processes, and prepares various payments.
2.	Analyzes, verifies, and/or reconciles assigned accounts.
3.	Reviews and analyzes financial transactions to ensure accuracy and compliance.
4.	Maintains and reconciles various payments.
5.	Prepares journal entries; reviews entries for accuracy and completeness.
6.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Bachelor's degree in Accounting or related field; 1-3 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- None

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Accounting principles and practices;
- Applicable federal, state, and local laws, rules, and regulations;
- Budgetary principles;
- Computers and related software;
- Methods of analyzing and preparing financial documents;
- Mathematical principles;
- Methods of preparing journal entries.

SKILLS (position requirements at entry):

Skill in:

- Using computers and related software;
- Analyzing and preparing financial documents;
- Preparing journal entries;
- Reconciling accounts;
- Analyzing financial transactions;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

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Independent Judgment/Decision Making/Problem Solving:

Performs duties within scope of general authority policies procedures, and objectives. Analyzes problems and performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures, and practices. Refers exceptions to policy and procedures to the supervisor.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR