



**Code: 0110**  
Family: Accounting and Finance  
Service: Administrative  
Group: Clerical, Accounting, and General Office  
Series: Accounting and Auditing

---

## **CLASS TITLE: ACCOUNTANT**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs professional accounting duties at the intermediate level where the position works independently on moderately complex accounting assignments, and performs related duties as required

### **ESSENTIAL DUTIES**

- Codes, records, and updates journal entries (e.g., expenditures, account transfers, 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 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, financial statements, balance sheets, financial reports) of a moderately complex nature using computer spreadsheets
- Analyzes historical records and anticipated economic trends and forecasts future expenses and revenues
- Participates in the compilation and analysis of fiscal data for inclusion in complex financial reports
- Processes payments for various parties (e.g., editing, reapplying, and confirming receipt of payments, processing direct and order payment vouchers for grant-funded programs)
- 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; 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**

Moderate 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
- \*applicable mathematical principles and applications
- budget preparation and management methods, practices, and procedures

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
- 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
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

#### **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
  - REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- 

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  
October, 2021