

CITY OF GLENDALE

TITLE:	Recreation Accounts Coordinator	CLASS CODE	320
REPORTS TO:	Sr. Management Assistant	GRADE:	24
DEPARTMENT:	Parks & Recreation	FLSA:	E
JOB SPECIFICATION DATE: March 17, 2006 cm			

JOB SUMMARY:

Plans, organizes, supervises and participates in the preparation and maintenance of budget and accounting records in the accounting division of the Parks and Recreation Department.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and supervises the revenue and expense activities in the accounting division of the Parks and Recreation department.
2. Participates in and oversees the recording, depositing, and tracking of all revenues, purchases, expenses, and transfers for the department.
3. Reconciles accounts, prepares reports, researches financial transactions, and prepares journal entries.
4. Reviews all purchases, revenues, and expenses made by the department to ensure compliance with city policy and directives.
5. Conducts unannounced audits of petty cash funds.
6. Works closely with the Finance department to provide documentation for internal and external audits.
7. Develops departmental policies and procedures relating to purchasing and cash handling.
8. Handles financial responsibilities for fee-based and free before/after school locations, intergovernmental agreements and grants.
9. Administers the department's procurement card program including ordering new cards; making card default account and limits changes; verifying weekly charges and correcting accounts to be charged; canceling and suspending cards; printing, distributing, and collecting monthly statements; auditing receipts and other documentation.
10. Completes electronic purchase requisitions in the PeopleSoft system, scans and attaches all backup documentation, enters into workflow.
11. Records and tracks department capital assets.
12. Works with internal and external customers to resolve issues as needed.

SECONDARY FUNCTIONS:

13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Generally accepted accounting principles, practices, and procedures, and their application for governmental proprietary accounting
Electronic spreadsheet programs and applications
Federal, County, State and local laws, codes and regulations applicable to governmental accounting
City's chart of accounts and investment policy

Skill in:

Operation of computers and applicable software

Ability to:

Analyze and evaluate accounting and auditing problems
Develop accounting data in preparation of reports and statements
Accurately prepare a variety of work papers and financial reports
Train, coordinate and monitor the work of staff
Work independently
Establish and maintain effective working relationships with City staff
Communicate effectively verbally and in writing

WORKING CONDITIONS:

Office setting

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting or a related field and three years of professional level accounting experience including one year of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Valid Arizona driver's license.