

CLASS TITLE: ASSISTANT CONTROLLER/SPECIAL ACCOUNTING

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible accounting and supervisory work managing the special functions of trusts and authorities accounting, funds and services accounting, utilities accounting, debt management and fixed asset accounting systems; and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises and reviews the work of a subordinate staff and participates in the preparation of monthly, quarterly and annual financial reports and operating statements in accordance with accepted accounting principles and practices
- Reviews for form, accuracy and completeness, detailed reports and statements showing operating and maintenance costs for a variety of work projects
- Supervises the maintenance of general and subsidiary ledgers and journals and is responsible for capitalizing charges to bond and other funds
- Designs and installs accounting control systems to facilitate the production of information and the control of receipts and expenditures
- Plans and coordinates external audits
- Supervises the accounting of a large investment portfolio
- Performs or supervises arbitrage rebate calculations
- Maintains accounting records for Tulsa Parking Authority, Tulsa Public Facilities Authority, Tulsa Authority for the Recovery of Energy, Tulsa Performing Arts Center Trust, Tulsa Metropolitan Utility Authority, Regional Metropolitan Utility Authority, Tulsa Airport's Improvement Trust, Psychological Services and Municipal Employee Pension Fund
- Examines bond indentures for compliance with bond covenants
- Analyzes economic feasibility of various revenue bond issues
- Supervises the fixed asset record system and related areas of depreciation and calculation of asset replacement cost
- Presents financial reports at board meetings
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting and eight (8) or more years of progressively responsible municipal accounting experience in governmental auditing, including automated accounting experience with a proven background in the supervision of a significant number of subordinates; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and methods of accounting with particular reference to cost analysis and governmental accounting; considerable knowledge of modern office management procedures, practices and equipment as applied to accounting operations; considerable knowledge of auditing procedures and practices; considerable knowledge of budget preparation and monitoring procedures; and good knowledge of automated accounting systems. Ability to analyze and interpret fiscal and accounting records and to prepare accurate and complete financial statements and reports; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Certified Public Accountant (CPA) Certificate.

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WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with exposure to a computer monitor.

Class Code: 1086

EEO Code: E-01

Pay Code: EX-52

Group: Fiscal

Series: Financial Management

Effective date: July 1, 2000