



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 343.4

Job Title: **SYSTEMS ACCOUNTANT IV**

Pay Grade: 29

### **GENERAL SUMMARY:**

Supervises, directs and coordinates personnel in performing various accounting activities for governmental and fiduciary funds and special projects.

### **RESPONSIBILITIES:**

- Supervises, trains and evaluates personnel.
- Directs daily accounting activities for governmental and fiduciary funds.
- Oversees and coordinates job assignments to enhance productivity.
- Directs the preparation of annual financial statements and other related data.
- Coordinates the preparation of the monthly City Council financial report.
- Recommends and evaluates accounting policies and procedures and internal accounting controls.
- Communicates with consultants, other departmental officials and representatives.
- Monitors planning of objectives and goal-setting.
- Conducts special analyses and projects.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Accounting, Business Administration, Management Information Systems or a closely related field.

#### **EXPERIENCE:**

More than ten years of accounting or financial systems development experience, at least six of which must have been in the management of financial systems development, are required.

#### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

#### **IMPACT OF ACTIONS:**

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hirings, terminations and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Systems Accountant I  
Systems Accountant II  
Systems Accountant III  
Systems Accountant IV

*Effective: October 1990*

*Revised: August 1992*