



CITY OF AKRON
invites applications for the position of:
Accounts Analyst III

SALARY: \$55,848.00 - \$73,881.60 Annually

OPENING DATE: 03/01/23

CLOSING DATE: 03/17/23 11:59 PM

DEFINITION:

This is advanced professional fiscal analysis, funds control and fiscal reporting work.

An employee in this class has assigned responsibility for major City-wide accounts analysis and reporting or for accounts analysis and reporting for a department, program or project in which City, state and federal funding requires highly complex revenue and expenditure analysis, documentation and reporting to meet legal obligations and to assure staged funding of the program or project.

Works under the general direction of a department or division manager. In all assignments, has full responsibility for designing and carrying out processes to meet major fiscal analysis, control and reporting requirements.

CHARACTERISTIC WORK:

Maintains, analyzes and reports on fiscal activities of City departments/divisions. Distributes revenues and expenditures by funds and prepares reports as required by federal and state rules and regulations. Prepares annual divisional budgets and monitors the maintenance of all fiscal records. Performs complex revenue and expenditure cost analysis and funds control studies. Prepares portions of the City's annual comprehensive financial report, annual informational statement, and other published documents. Performs internal review and oversight. Develops and installs complex cost analysis, overhead analysis, and statistical and fiscal reporting processes. Conducts research and analysis work for various projects related to fiscal analysis and reporting work. Establishes and maintains a variety of manual and computerized records and files. Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a baccalaureate degree and major course work in accounting or finance and a minimum of one year of paid post-baccalaureate experience above the entrance level in fiscal analysis, funds control and fiscal reporting work.

Considerable knowledge of the principles, practices and procedures of municipal accounting and auditing and public fiscal management. Considerable knowledge of municipal budgeting and funding systems. Considerable knowledge of federal, state and municipal laws, regulations, ordinances and decisions governing or bearing on public funds administration. Considerable knowledge of the use of modern office equipment and computers as it pertains to accounting and fiscal reporting work.

Skill in designing, establishing and maintaining complex records and reporting processes. Skill in carrying out detailed fiscal analysis, in managing multiple funding control, in formulating recommendations from analysis and research, and in compiling and preparing complex fiscal and statistical reports. Ability to deal effectively with federal, state and City officials.

List of essential job functions available upon request.

COMPETITIVE EXAMINATION PROCESS:

The selection process will consist of a competitive examination with credit for education and experience. A passing score must be obtained on the competitive examination in order to receive credit for education and experience. TEST WEIGHTS: Competitive Examination 70%, Education 20%, Experience 10%.

Candidates must meet the qualifications and requirements listed in the announcement at the time of examination and at the time of appointment.

NOTE: The competitive examination may be suspended if shown to be impractical because of an insufficient number of qualified candidates. The candidates will then be ranked in a standard manner based on 70% for qualifying, 20% for education, and 10% for experience.

RESIDENCY: Candidates who have been resident citizens within the corporate limits of the City of Akron for at least one year immediately prior to the examination and who continue to reside within the corporate limits of the City of Akron throughout the remainder of the selection process will have 5 points added to their passing grades. VETERANS: A veteran of the Armed Forces of the United States, honorably discharged from active duty, desiring a bonus of 5 points added to his/her passing grade, must submit proof of discharge in the form of a DD-214 with application.

Since this examination is posted on a combined basis, two separate eligibility lists will be generated with promotional candidates considered before open candidates.

NOTE: YOU ARE RESPONSIBLE FOR CHECKING YOUR APPLICATION STATUS THROUGHOUT THE STEPS IN THE SELECTION PROCESS BY VIEWING YOUR GOVERNMENTJOBS.COM ACCOUNT. IF YOU HAVE ANY QUESTIONS OR ARE UNABLE TO CHECK YOUR STATUS ON LINE, YOU MAY CALL THE DEPARTMENT OF HUMAN RESOURCES AT 330-375-2720.

Email correspondence generated from our system will be sent from info@governmentjobs.com. To ensure you receive important communication from our office, be sure to make this address a safe sender.

The City of Akron is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex/gender, sexual orientation, gender identity, genetic information, religion, age, disability or military status in employment or the provision of services.

Applicants are required to meet the minimum qualifications for the position with or without an accommodation. If you are a qualified applicant with a disability, please notify the Department of Human Resources at least one week prior to testing if requesting a reasonable accommodation for the testing process.

College transcripts must be attached to your application in order to receive credit or determine eligibility for positions requiring education. Mail any required documentation to our office.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.akronohio.gov/personnel>

Position #2023-O-15-176
ACCOUNTS ANALYST III
PS

Municipal Building Room 102
166 S. High Street
Akron, OH 44308
330-375-2720

employment@akronohio.gov

Accounts Analyst III Supplemental Questionnaire

* 1. Did you graduate from an accredited college or university with a baccalaureate degree and major course work in accounting or finance? If yes, you must provide a copy of an official transcript to assist in determining eligibility.

Yes No

* Required Question