

Accountant Job Description

Department: Mayor's Office of Homeland Security and Public Safety
Position: Accountant – Exempt Position

The Mayor's Office of Homeland Security & Public Safety is responsible for securing and managing multi-million dollar State and Federal grants that support homeland security and criminal justice programs. Many of the grants are developed in collaboration with the Mayor's Office, the Los Angeles Police Department, the Los Angeles Fire Department, the Emergency Management Department, the City Attorney's Office, the District Attorney's Office, the U.S. Attorney's Office, and/or various community-based organizations.

Duties and Responsibilities: Under the supervision of the Financial Management Director of the Mayor's Office of Homeland Security & Public Safety, the Accountant will perform duties and tasks related to the financial management and reporting of State and Federal grants, including:

- Review sub-recipient transactions submitted to the City to ensure compliance with contract requirements, accurate accounting, reporting of grant funds, adherence to budget limitations, and timely submission of financial reports;
- Process revenue, encumbrance, and payment transactions within the City Financial Management Information System (FMIS), and the City-wide Cost Accounting System (CCAS);
- Process supply requisitions, purchase orders, and other procurement transactions within the City Supply Management System (SMS);
- Assist in preparing financial reports of revenue and expenditure in accordance with grant requirements;
- Assist in preparing single audit schedules and GAAP conversion worksheets;
- Assist in preparing financial reports for management and City Departments;
- Assist in preparing grant revenue and expenditure projections for the annual City budget;
- Conduct periodic fiscal monitoring visits of grant sub-recipients; and
- Other related duties and tasks as assigned.

Minimum Requirements:

- Graduation from a recognized four-year college or university, with either a major in accounting or at least 24 semester/36 quarter units in accounting, or at least two years of accounting experience at the level of City Accountant;
- Working knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and other governmental regulations and cost principles (i.e. OMB circulars); and
- Working knowledge in data processing principles as they apply to accounting, and general auditing principles; as well as proficiency in Microsoft Word and Excel programs.

Preference will be given to candidates with:

- At least two years of paid City experience in grant management and financial reporting at the level of Accountant or Accounting Clerk;
- Working knowledge of the City Financial Management Information System (FMIS), the City-wide City Cost Accounting System (CCAS), and the City Supply Management System (SMS), as well as proficiency with Microsoft Word and Excel software programs; and
- Sound knowledge of policies and procedures outlined in the City Charter, City Administrative Code, Executive Directives, CAO Rules, Civil Service Rules; working general knowledge of the financial structure of the City.

License: A valid California driver's license may be required for some positions.

Fair Labor Standards Act Status:

All of the positions in this class qualify for an administrative exemption from the overtime requirements of the Fair Labor Standards Act. All of the positions are exempt from Civil Service.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.

Salary Range: Compensation will be negotiated within an established annual salary range at the level of Mayoral Aide V of \$52,283.52 to \$64,957.68, commensurate with demonstrated skills and work experience.

Qualified candidates should send their resumes to:

Charles De Cuir
200 N. Main Street, Room M180
Los Angeles, California 90012
Mail Stop 370