

POSITION DESCRIPTION

Class Title: Accountant
Department: Finance
Date: March 11, 2020

Job Code Number: PM 1
Grade Number:

GENERAL PURPOSE

Performs technical accounting work in maintaining the fiscal records and systems of the City.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Finance Director

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Duties:

- Performs complex accounting tasks that require monthly, quarterly, and annual reporting for various governmental funds
- Prepares various reconciliations such as bank statements, outstanding payables, insurance, credit card, and other g/l accounts
- Prepares financial statements and other reports as necessary
- Review daily utility/court reports
- Maintain credit card transactions and spreadsheets for various departments and be a liaison for these departments
- Monitor & maintain fuel system by keeping accurate records of employees, vehicles, and usage.
- Record monthly journal entries and cash deposits into the g/l as provided by the Assistant Finance Director
- Assures financial accuracy and compliance with internal policies and procedures
- Verify all data entry on payroll is accurate and that rates and deductions are correct

Fixed Assets

- Maintain fixed/capital asset records, coordinate fixed/capital asset inventories, and year-end preparation of fixed assets.
- Assist in keeping insurance information updated with TML for any changes in city property or equipment.
- Ensure city vehicles have proper documentation and recalls are handled in a timely manner.
- Maintain city equipment/vehicle list by updating any additions, deletions, transfers, or surplus equipment.
- Monitor all capital and grant spending by working with departments to ensure proper procedures are followed. Issue purchase orders for expenditures, as well as follow-up on both the purchase and closing of invoice. Additional issuance of purchase orders may be needed at times.
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HR/Payroll

- Works in conjunction with Finance/HR Director on various benefit programs, trends, and policies
- Facilitates the preparation and distribution of written and verbal information designed to inform employees of benefit programs and their cost when changes occur or annually

- Manages enrollment and orientation of new employees signing up for benefits; leads annual open enrollment process; ensures smooth transition for employees for benefit changes; processes enrollment forms
 - Administers the retirement and deferred compensation programs
 - Provides policy and procedure interpretations to employees and supervisors
 - Assisting with a variety of compensation related duties including but not limited to, maintaining position control; updating and creating job descriptions; and providing support for fiscal year compensation planning, administration and processing
- Assist the Assistant Finance Director with other various duties as assigned

PERIPHERAL DUTIES

Assists utility department in maintain compliance of financial related issues, to include credit card compliance, and identity theft policies.

Assists other departments with budgets, adjustments, financial statements, or other information as requested.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from an accredited four year college or university with a degree in accounting, finance, or a business-related field, and
- B. One (1) year of progressively responsible municipal accounting or finance work, or
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of modern governmental accounting theory, principles, and practices; knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial applications; some knowledge of public finance and fiscal planning; working knowledge of payroll and accounts payable functions.
- B. Ability to operate the listed tools and equipment;
- C. Ability to prepare and analyze complex financial reports, ability to maintain efficient and effective financial systems and procedures; ability to accurately account for city funds; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively, orally and in writing.

SPECIAL REQUIREMENTS

Must be bondable

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; central financial computer; 10-key calculator; phone, postage machine, fax and copy machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: _____

Revision History: _____