

# JOB DESCRIPTION



## JOB IDENTIFICATION

<i>Job Title:</i>	Staff Accountant	<i>Pay Grade:</i>	EAP-9
<i>Department:</i>	Finance	<i>FLSA Status:</i>	Exempt
<i>Location:</i>	Municipal Building	<i>Reports to Position:</i>	Finance Director
<i>Effective Date:</i>	July 6, 2018		

## JOB SUMMARY

Under the direction of the Finance Director, administers and maintains documentation of grants and capital projects ensuring accurate recording of transactions. Maintains general and subsidiary ledgers and ensures ledgers reconcile to the general ledger. Perform internal audit procedures. Assists with routine accounting activities, purchasing, payroll, and financial administration.

## ESSENTIAL JOB DUTIES/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Assists with the daily operations of the City's accounting functions by staying abreast of the activity of funds and capital projects, documenting the status of projects, ensuring transactions are recorded accurately and subsidiary ledgers balance to the general ledger
- Maintains contracts and the current financial status of all capital projects
- Assists in managing grant activity, maintaining documentation, ensuring transactions are within the requirements of the grant specifications and grant activity is recorded accurately in the appropriate funds and accounts
- Monitors activity of accounts, researching transactions in order to ensure proper reporting
- Assists with the preparation and review of bank account reconciliations, investment accounts and subsidiary ledgers

- Ensures accurate fund accounting, generating journal entries and ensuring transactions are posted to the correct funds and to the correct accounts
- Assists with monthly financial reporting
- Reviews internal control procedures over financial operations
- Reviews daily activities of operations affecting financial resources to ensure operations are in compliance with city policies and procedures, governmental regulating agencies and GAAP and GASB pronouncements
- Ensures that state laws, regulations and city procedures are followed in regards to accounting and purchasing transactions
- Stays abreast of accounting standards to ensure accounting information is in accordance with GAAP and GASB
- Assists in developing policies and procedures related to financial administration, purchasing and accounts payable functions
- Assists in financial reporting and preparation of information needed for the annual external audit
- Assists in maintaining the financial information system (Munis)
- Assists with purchasing, accounts payable, payroll, revenue collection and financial administration functions of the department
- Maintain work area in an organized and neat manner

## QUALIFICATIONS

### Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

#### Education/Training

Bachelor's Degree in Accounting or Finance

Master's Degree in Accounting or related field **preferred**

#### Experience

Five (5) years of accounting or finance experience, preferably in a governmental setting

Extensive experience in relative field **preferred**

#### Licenses or Certifications

CPA certification **preferred**

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

#### Knowledge/Understanding of:

- Accounting standards, accounting principles and concepts
- Accounting practices, cash management, purchasing, payroll administration, accounts payable and account receivable
- Federal, state and municipal laws and regulations governing finance, purchasing and revenue collection

**Ability to:**

- Read, comprehend, analyze and report on complex financial matters
- Effectively use written communication to prepare forms, reports, memoranda, letters and document processes and procedures
- Effectively use verbal communication in working with individuals in person, electronically and via telephone
- Utilize computer skills including software for word-processing, spreadsheet creation and maintenance, database utilization and other specialized accounting and financial software
- Build and maintain relationships with other employees and supervisors
- Work from an administrative direction in terms of broadly defines goals
- Plan activities and work efficiently to meet deadlines
- Work non-duty hours including weekend or holidays when necessary

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

**Environment:** Work location will be indoors with potential for overnight travel to attend and participate in training, seminars and workshops

**Physical Demands:** See accompanying page for details

**Key Working Relationships:** Other Finance Department employees to include Finance Director and Comptroller

**APPROVAL/ACKNOWLEDGEMENT**

_____	<u>Finance Director</u>	_____
Department Head	Title	Date
_____	<u>HR Director</u>	_____
Human Resources Director	Title	Date
_____	<u>City Manager</u>	_____
City Manager	Title	Date
_____		_____
Incumbent Employee Printed Name and Signature		Date

# PHYSICAL REQUIREMENTS – STAFF ACCOUNTANT

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

LIFT/CARRY				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist	X			
Crouch/ Squat	X			
Kneel/Crawl	X			
Reach Above Shoulders	X			
Reach Below Shoulders	X			
Repetitive Arm Use	X			
Repetitive Wrist Use			X	
<b>Repetitive Hand Use</b>				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface	X			
Even Walking Surface	X			

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	8
Stand	<1	1
Walk	<1	1

**Additional Considerations (including clarification of any of the above)**