

JOB DESCRIPTION



JOB IDENTIFICATION

<i>Job Title:</i>	Accountant	<i>Pay Grade:</i>	EAP-8
<i>Department:</i>	Finance	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Municipal Building	<i>Reports to Position:</i>	Finance Director
<i>Effective Date:</i>	June 16, 2018		

JOB SUMMARY

Under the direction of the Finance Director reconciles bank accounts, general ledger accounts and prepares journal entries. Assists with accounts payable, purchasing, revenue collection, and financial administration functions of the department.

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.

- Ensures that state laws, regulations and city procedures are followed in regards to accounting and purchasing guidelines
- Stays abreast of accounting standards to ensure accounting information is in accordance with GAAP and GASB
- Ensures adequate cash balances by reconciling all bank and investment accounts both accurately and timely each month
- Monitors activity of accounts, researching transactions in order to ensure proper reporting
- Ensures accurate fund accounting, generating journal entries and ensuring transactions are posted in the correct fund and to the correct account
- Maintains reconciliations and verifies that accounts are balanced to the general ledger on

a monthly basis

- Assists in accounting and reporting of capital assets
- Verifies the accuracy of the accounts receivable subsidiary ledgers
- Assists with monthly financial reporting
- Assists in maintaining accurate financial reporting of grant activity and capital projects
- Assists in researching variances and financial transactions and reporting
- Assists in the preparation of information needed for the annual external audit
- Assists in maintaining the financial information system (Munis)
- Serves as the primary backup for the Purchasing Division
- Assists with the accounts payable, 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

Experience

Three (3) years of accounting or finance experience, preferably in a governmental setting
Extensive experience in relative field preferred

Licenses or Certifications Required

N/A

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

Knowledge of:

- Concept of accounting laws and practices and principles
- Purchasing, accounts payable and cash management procedures
- Federal, state and municipal laws and regulations governing finance, purchasing and revenue collection

Ability to:

- Communicate effectively both verbally and in written form
- Read, use mathematical and writing skills to review, comprehend, analyze and report on complex financial matters
- Utilize computer skills including software for word-processing, spreadsheet creation and maintenance, database utilization and other specialized accounting and financial software

- Work from administrative direction in terms of broadly defined goals
- Plan activities and work efficiently to meet deadlines
- Build and maintain relationships with other employees and supervisors
- 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, meeting and activities

Physical Demands: See accompanying page for details

Key Working Relationships: Other Finance Department employees to include Finance Director and Comptroller, Staff of designated City Financial Institutions

APPROVAL/ACKNOWLEDGEMENT

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

PHYSICAL REQUIREMENTS – 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	
Repetitive Hand Use				
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)