



ACCOUNTANT

Department: Administration FLSA Status: Exempt Pay Grade: 7
Reports To: City Administrator Revised Date: 4.06.22 Approved Date: 12.7.21

GENERAL STATEMENT OF THE POSITION

Computes, classifies, and records numerical data to keep financial records complete. Performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other employees. Performs all general city accounting functions, including reconciliation of financial and banking statements, annual audits, accounts payable, purchasing and asset management, payroll services, and budget assistance. Supervises Accounts Payable/Utility Billing Clerk.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

Performs all general City accounting functions, including reconciliation of financial and banking statements, annual audits, accounts payable, purchasing and asset management, payroll services, and budget preparation.

Coordinates with other departments in preparing the agendas for City Council and Budget & Finance committee meetings; Performs work related to the preparation of back-up materials and distribution of agenda packets

Reconciles financial and banking statements and formats financial statements for distribution and presentation

4/6/22

With assistance from the City Administrator or designee, acts as the Secretary to Budget & Finance Committee if appointed by the Committee.

Prepares all preliminary audit requests for annual audit; works with auditor during audit; prepares MDA; and reports audit results to Finance Committee and City Council

Monitors and approves purchasing policies and requirements; assists in the preparation and reviews RFPs, RFQs, etc.

Maintains current log of all City assets (inventory)

Reviews timesheets, leave requests, and overtime requests; performs payroll data entry; works with payroll company to cut checks; delivers checks; performs file management related to payroll.

Maintains annual contracts

Supervises and conducts performance evaluation of financial clerical staff

Provides support as needed to other staff in Administrative Services Department

Presents to Council, Boards, and Commission as necessary.

MINIMUM EDUCATION AND TRAINING

Bachelor's Degree and five years related experience and/or training; or equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities

MINIMUM QUALIFICATIONS AND STANDARDS

Time and Attendance Requirements:

This position requires the ability to work late evenings, and remotely when necessary due to late committee or council meetings. A flexible work schedule is required.

Physical Requirements:

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

Must be physically able to operate a variety of office machines, tools, and equipment. Tasks require the ability to exert slight amounts of physical effort in light work, typically involving some combination of standing, sitting, stooping, kneeling and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials up to 25 pounds.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representative from other agencies or the public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules, or procedures.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs; and understand basic statistical methods and analysis.

Computer Skills:

To perform this job successfully, an individual should have current knowledge of accounting software, contact management systems; internet software; spreadsheet software, word processing software, and other software pertinent to the position.

Reasoning Skills:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variable in standardized situations.

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 the essential functions.