



## **POSITION DESCRIPTION**

Position: Accountant I		Department: Finance/Treasury	
Reports to: Finance Director/Treasurer		FLSA Status: Non-Exempt	
Location: City Hall	Division: N/A	Pay Grade: 6	
Revised: April 7, 2021	Last Reviewed: N/A	Union: AFSCME	Status: Full-time

### **GENERAL PURPOSE**

Performs advanced and complex technical and administrative accounting work.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Finance Director/Treasurer and Deputy Finance Director/Deputy Treasurer.

### **SUPERVISION EXERCISED**

This position does not supervise subordinates. However, the position will provide direction to accounting clerks of the Finance/Treasurer Office. Further, the position will provide direction and training to City staff as necessary and may be asked to provide evaluation of performance of applicable staff in regard to utilization of the training provided.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Accounting Duties**

Perform advanced administrative and complex accounting tasks with direction from the Finance Director and Deputy Finance Director.

Maintains a complete set of computerized accounting records for all City funds.

Post correcting and reoccurring journal entries and reconciles accounts (includes monthly admin/interfund charges, liabilities, fleet allocations, etc.).

Perform account analysis and periodic financial studies.

Review and reconcile all appropriate accounts and maintain supporting documentation.

Assist A/R manager with Tax Administration. Cross train to become sufficient in research property information. May take part in annual tax season processes including delinquent and settlement activities.

May perform assigned duties of A/R manager as deemed necessary or appropriate to ensure timeliness and adherence to county and state guidelines.

Manage communication and submissions of claims to insurance companies on all claims and paperwork. Manage and provide schedules for annual insurance policy renewals.

Manage fixed asset system under the direction of the Finance Director/Treasurer. Develop and/or implement procedures for capitalization, disposals, constructions in progress, and depreciation. Draft year end reports and footnotes for annual audit.

Perform monthly reconciliations of cash, pension, and retiree health. Create financial reports for submission to Pension and Retiree Health boards

Prepare and process retiree final average compensation and straight life benefit for review and submission to actuary. Review estimate and final calculations with Employees. Manage and provide for annual data updates for Actuarial studies and required annual reports for both Pension and Retiree Health care.

Manage the accounting and financial reporting requirements of City grants. Coordinate reporting with applicable City departments. Provide for appropriate accounts necessary for State and Federal accounting. Evaluate for Single Audit inclusion.

Prepare, under the direction of the Deputy Finance Director/Treasurer Single Audit support

Prepare monthly and annual financial reports for all City funds as assigned.

Evaluate, update, and coordinate fund and department budgets as assigned.

Prepare supporting schedules for external auditors and assist auditors in the audit process.

Prepare periodic reports and surveys. Assist in the preparation of the annual and other State or Federal reports.

Support the operation and maintenance of the City's integrated financial system.

Support the preparation of the City's Annual Financial Report.

Take part in training, webinars, and conferences to remain current and aware of legislation, grant opportunities and requirements, funding, reporting, and other topics affecting governmental operations, accounting, and trends.

Provide support for debt issuances as directed by senior staff.

Provide support for chart of account management and financial module upgrades and changes.

Seek support independently for functional issues regarding financial module issues or needs.

Manage the annual update of Federal awards management systems.

Manage the annual Metro Act report.

Provide support for TIFA, Brownfield, and DDA financial matters at the direction of senior staff.

Provide support to accounting clerks for escalated calls, as necessary.

**Payroll Process Duties** (to be mastered and shared with other staff as assigned).

Maintain or create new employee master files including compilation of earnings, accrual balances (vacation, sick leave, personal time, floating holidays, and comp time), insurance, social security and other withholding and income tax records.

Compile/Import/ Update payroll data such as hours worked, other earnings (longevity, merit, sick payout etc.), taxes, and various withholdings to be withheld, from time sheets and other records to initiate bi-weekly payroll.

Follow up with departments regarding missing data.

Complete payments for all payroll related benefits to vendors.

Distribute payroll checks and auto deposits to City departments.

Complete all bank processes timely to ensure meeting appropriate bank deadlines.

Communicate payroll schedule changes, payroll related news, and any changes to forms or processes to all departments as needed.

Train clerks or other staff as assigned on biweekly payroll processing. Provide for review of that training.

**Other Payroll Duties**

Review wages, other earnings, and deductions and correct prior period errors to ensure accuracy and completeness of payroll.

Update master payroll computer files to record changes affecting net wages such as wage amount, exemptions, insurance coverage, and various payroll deductions for each employee.

Maintain records pertaining to pension, profit sharing, and other retirement plans for each employee and assists in the preparation of data given to actuary and the Service Plan Provider(s).

Prepare and process retiree final average compensation and straight life benefit for review and submission to actuary.

Calculate and keep records supporting employee leave banks and nontaxable wages.

Maintain supporting documentation for all payroll related payments (e.g., government tax agencies, benefit providers, union dues, etc.).

File all payroll related reports monthly, quarterly, and annually as required. Reconciles general ledger to various payroll reports. Including 941 and MESC reporting.

Responsible for complete management of the Annual Workers Comp audit. This includes analyzing changes and ensuring appropriate classifications to maintain costs.

Reconcile employee billings from vendors, working with Human Resources on discrepancies.

Reconcile Due From Employees accounts.

Manager and process annual W-2's, escheats to state, and timely unemployment reporting (work with HR on initial unemployment claims)

Manage and prepare annual personal mileage tax reports.

Work closely with Fleet manager to ensure accurate interfund vehicle charges and equipment charges. Evaluate and update Fleet overhead costs. Evaluate and update vehicle insurance costs. Manager vehicle inventory as reflected in fixed asset system. Manager disposals and additions of vehicles and other fleet issued equipment with insurance coverage as necessary.

Work closely with Fire and Police for all additional vehicle changeovers and maintenance not directed through the Fleet Department.

**Accounts Payable and Procurement Card Process** (to be mastered and shared with other staff as assigned)

Finance/Treasurer Clerks provide for Accounts Payable entry. Accountants are expected to be able to perform all Accounts Payable task in the absence or availability of the clerk. Procurement card management is provided by Accountant. This would include:

Enter utility and other city-wide invoices in AP system, as necessary.

Process invoices and other check requests for payment; match invoices with purchase orders; review all invoices for accuracy; verify account numbers for proper assignment of budget expenditure; resolve disputes within area of authority and responsibility.

Create appropriate bank files and transmittals to effect ACH and Positive pay files ensuring all are completed timely.

Prepares automated warrants; prints check register and mails checks or sends appropriate emails to vendors.

Ensures adequate training for department clerks or other staff on A/P and Procurement card processes.

Manage various department questions regarding the purchasing system. Provide training and instruction to various employees on use of purchasing and/or accounts payable system.

Provide secondary support to accounting clerks when necessary interacting with escalated issues from vendors.

Manage and maintain all procurement card users including authorizations, limits, lock outs, reinstatements, and fraudulent charges.

Reconcile general ledger to various expenditure reports.

Prepare periodic financial, statistical, or operational reports as assigned.

Processing voided checks and preparing monthly outstanding checklist.

Manage annual 1099's and annual escheat list.

Prepare related audit schedules and provide support and explanations to 3<sup>rd</sup> party auditors, as necessary.

### **PERIPHERAL DUTIES**

May serve as a member of various employee committees.

Provides back-up to other related positions when necessary and as assigned including front counter and cashier related functions.

### **REQUIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in accounting, finance, or business administration, and
- (B) Two years of progressively more responsible governmental accounting or finance work, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial applications; knowledge of public finance and fiscal planning; working knowledge of payroll and accounts payable functions; considerable knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB;
- (B) Skill in operating 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.
- (D) Ability to establish and maintain effective working relationships with employees and city officials; ability to communicate effectively, orally and in writing.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including spreadsheet and word processing software; central financial computer system; telephone; 10-key calculator; copy machine; fax machine. Advanced experience with Excel software.

### **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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to 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 the essential functions.

The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening and psychological exam; additional 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.