



POSITION DESCRIPTION

Position: Accountant		Department: Finance/Treasury	
Reports to: Finance Director/Treasurer		FLSA Status: Non-Exempt	
Location: City Hall	Division: N/A	Pay Grade: 5	
Revised: September 17, 2018	Last Reviewed: N/A	Union: AFSCME	Status: Full-time

GENERAL PURPOSE

Performs technical and administrative accounting work.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

This position does not supervise subordinates. However, the position may provide direction to other staff members of the Finance Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounting Duties

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

Assist in maintaining a complete set of computerized accounting records for all City funds.

Prepare and/or 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.

Coordinate communication to insurance companies on all claims and paperwork.

Manage fixed asset system under the direction of the Finance Director/Treasurer.

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

Manage SMART and CDBG grants. Coordinate other grant reporting with various departments.

Assist in preparing monthly and annual financial reports for all City funds.

Assist in the preparation of the annual budget.

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.

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

Assist in the preparation of the City's Annual Financial Report.

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 on biweekly payroll processing.

Other duties as assigned.

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.

Manage Annual Workers Comp audit.

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

Reconcile Due From Employees accounts.

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

Prepare annual personal mileage tax reports

Coordinate updates with RTA system with Fleet manager

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

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 on A/P and Procurement card processes

Other Accounts Payable and Procurement Card duties:

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

Interact with vendors regarding initial setup of vendor file and conduct ongoing communications with vendors regarding outstanding invoices.

Maintain master vendor list.

Assist in reconciling general ledger to various expenditure reports.

Prepare periodic financial, statistical or operational reports as assigned.

Processing voided checks and preparing monthly outstanding checklist.

Responsible for annual 1099's and annual escheat list.

Prepare related audit schedules and assist in audit when 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.

Approval: _____
Finance Director

Approval: _____
City Manager

Approval: _____
Employee