

ACCOUNTANT

Reports to: Finance Director

Department: Admin

Position Control No.: 2321

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: *Naura D. Boyd*

Date: *9/9/2016*

JOB SUMMARY:

Under the general administrative direction of the Director of Finance, must perform technical and administrative accounting work in maintaining the fiscal records of the City. This position requires the ability to prepare and analyze complex financial reports, maintain efficient and effective systems and procedures, accurately account for city funds, establish and maintain effective working relationships with employees, city officials and to communicate effectively, orally and in writing.

ESSENTIAL FUNCTIONS:

1. Communicates effectively with departmental personnel, department heads and general public.
2. Assists in preparation of the City's annual budget and City's Comprehensive Annual Financial Report.
3. Interprets and follows the local, state and federal mandated rules and regulations in financial areas.
4. Maintains and updates general ledger.
5. Reviews departmental budgets for compliance and provides report to Director of Finance.
6. Prepares monthly, quarterly, and annual financial reports in compliance with current governmental accounting principles. Presents reports to Director of Finance.
7. Works with various grant programs and granting authorities; responsible for reporting/compliance on various grant programs.
8. Responsible for maintaining and reporting the City's fixed assets.
9. Performs monthly reconciliations on all balance sheet accounts, payroll, utilities, and bank accounts.
10. Compiles financial data and prepares work papers, schedules, graphs, charts, etc. for presentations.
11. Prepares and posts year end entries to general ledger for presentation for City's annual audit.
12. Works with City's external auditors by assisting in delivering information/files/reports requested by auditors.
13. Assists in special projects as directed by the Director of Finance.

QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university in Accounting or a closely related field.
2. At least two years relevant professional experience preferred.
3. Working knowledge of governmental accounting theory, principles and practices preferred, but not required.

4. Intermediate MS-Excel skills are required.
5. CPA or CGFO designation not a requirement, City will encourage working towards designation and will pay fees (testing fees, state license fees, continuing education, review course will be reimbursed through the tuition reimbursement policy) associated with obtaining the designation.

PHYSICAL REQUIREMENTS:

1. Must be required to carry, hold, lift, push and pull minimum of 35 pounds of computer papers and retrieve records and/or supplies from vault or storage areas.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date