

**JOB TITLE:** Accountant

**JOB NO:** PM001212

**JOB FAMILY:** Professional

**FLSA:** Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY**

Perform technical and professional accounting work requiring the application of governmental and general accounting theory in maintaining accounting records and producing financial reports. The incumbent will be responsible for performing a variety of duties related to the functions of accounting, including financial accounting system operations, balancing, posting, reconciling, troubleshooting, and training, will provide general support to the accounting staff; and will assist citizens and city employees with accounting related matters.

### **SUPERVISION**

General supervision is provided by the Accounting Supervisor

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Provide help desk services for financial system users; coordinate financial accounting systems training for division staff and user departments; provide on-site training and written procedures to system users as needed; assist accounting supervisors in developing procedural accounting guides.
3. Prepare reconciliations for various City bank accounts by balancing bank records and City accounting records. Prepare appropriate journal entries and listing of needed bank adjustments.
4. Assist Management Information System division in configuring financial software of client/server computers. Recommend user security modifications to the security administrator; achieve City security objectives without diminishing user needs.
5. Maintain the integrity of accounting data by reviewing and analyzing a variety of accounting transactions for accuracy and propriety and by preparing adjusting journal entries as required.
6. Assist with performing month-end and year-end accounting closings by reviewing and verifying that appropriate data has been captured; prepare correcting or adjusting entries as required.
7. Assist in the preparation of year-end financial statements by reviewing, reconciling, compiling, and evaluating accounting records and preparing year-end audit work papers and supporting schedules for individual funds.
8. Provide back-up support in the absence of the payroll technician to perform the essential duties of that position.
9. Maintain and review work and leave records, report accounting staff time to payroll system; print and maintain leave reports monthly.

## **OTHER DUTIES AND RESPONSIBILITIES**

1. Attend training as required by management.
2. Provide general back up to the duties of accounting support staff as necessary to accomplish division goals and objectives.
3. Perform other duties as assigned.

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION**

Bachelor's degree from an accredited college or university with major coursework in accounting, finance or business (minimum of 20 semester hours in accounting).

### **EXPERIENCE**

One year of professional level accounting experience.

Experience with a computerized accounting system in a municipal government environment preferred.

### **LICENSES AND CERTIFICATES**

None

## **COMPETENCIES**

An employee's performance will be evaluated based on five competencies.

- 1) Knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Governmental accounting theory, principles, and practices including Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB)

Internal control procedures; management information systems; office automation and computerized financial applications; payroll and accounts payable functions

Technical letter writing, report preparation, and forms design

### **Skill in:**

Understanding and responding to customer needs

Operating various office equipment including a personal computer, financial computer system, 10 key calculator, telephone, fax, and copy machine

Skill in analyzing and interpreting complex financial data

### **Ability to:**

Establish and maintain cooperative working relationships with co-workers and the public.

Work independently with limited supervision

Handle confidential information

Communicate clearly and concisely, both verbally and in writing

Organize activities in order to complete task in accordance with priorities, address multiple demands, or meet deadlines

Focus attention on tasks that may be complex, routine, or repetitive without losing focus or becoming distracted by external activities

Read, understand, and apply technical manuals

Understand and follow written and verbal instructions and procedures

Pass a medical physical exam and drug test

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *Making observation*
- *Reading and writing*
- *Communicating with others*
- *Operating assigned equipment*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *Sitting for extended periods of time*
- *Bending, stooping, twisting and reaching above the shoulder*
- *Occasionally lift and carry objects weighing up to 34 lbs*

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

**DATE ISSUED: July 2006; October 2008**