

Accountant



DEPARTMENT:	Finance
REPORTS TO:	Finance Director
DIRECTLY SUPERVISES:	Payroll Technician and Accounting Clerk
BARGAINING UNIT:	COWPEA
DATE APPROVED:	January 9, 2006

SUMMARY:

The primary objectives of this job are to assist in the preparation of various financial reports, specifically the City's Comprehensive Annual Financial Report; perform various accounting functions; answer questions from both finance and other City departments; and provide assistance to other employees in the Finance Department when necessary.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assist in preparation of the City's Comprehensive Annual Financial Report
- Prepares and files various financial records, statements and reports as requested or required by local, state and federal laws
- Processes and reviews the monthly financial statements
- Assists in budget preparation and budgetary control functions
- Maintains general ledger control (processes and records monthly general ledger entries)
- Maintains cash accounts
- Performs various monthly general ledger reconciliations
- Works with the independent auditor
- Assists with the monthly Utility billing computer process
- Assist with the vehicle maintenance program
- Maintain the Fixed Asset system
- Assists with the answering of the Finance telephone calls
- Completes special projects as requested
- Performs related duties as requested.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Payroll Technician and Accounting Clerk positions for the Finance Department. This employee carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assigning, directing and rewarding work. May effectively recommend hiring, transfers, and promotions; adjust grievances; suspend and discharge; and discipline for just cause (oral and written reprimand); evaluates performance.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- An Accounting Degree from a College or University in at least a four year program
- Three years experience in governmental financial accounting or auditing
- Must have supervisory experience

LANGUAGE SKILLS:

- Ability to prepare reports and correspondence
- Ability to read and interpret documents and procedure manuals
- Ability to establish and maintain effective working relationships with other employees and the public

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates, ratios and percentages
- Ability to allocate costs and revenues through various processes
- Strong analytical skills

OTHER SKILLS AND ABILITIES:

- Thorough knowledge of accounting principles
- Working computer knowledge, including Microsoft EXCEL and WORD
- Considerable skill in inputting and manipulating the City's application server
- Ability to use other computer software (such as E-mail, etc.)
- Basic knowledge of Windows operating system
- Thorough knowledge of the City's accounting system
- Desire to pay attention to detail
- Possess the skills of effective communication, organization and problem solving abilities

MINIMUM QUALIFICATIONS:

- An Accounting Degree from a College or University in at least a four year program
- Considerable skill to use computers and computer programs and spreadsheets and word processing
- Three years experience in governmental financial accounting or auditing
- Thorough knowledge of accounting principles

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 regularly sits and talks or hears; frequently reaches with hands and arms; occasionally stands, walks, and uses hands to finger, handle or feel.

This employee must occasionally lift up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 moderate.