



Accountant
Finance

FIN/10

JOB SUMMARY

This position is responsible for maintaining current and accurate accounting records for all Treasury Division financial transactions. Duties and responsibilities include, but are not limited to, following compliance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standard Board (GASB), and federal, state and unified government policies and procedures, and performing additional tasks as assigned.

MAJOR DUTIES

- Process accounts receivable
- Process accounts payable
- Process payroll and payroll tax returns
- Reconcile accounts receivable, as assigned
- Reconcile bank accounts, as assigned
- Assists with assembling annual budget
- Assists entire finance department but primarily duties are in Operations
- Maintains Govdeal
- Greets and assists visitors; answers phone and directs calls/responds to inquiries appropriately
- Assists in providing documentation for annual audit
- Scans and files documents; assists in maintaining a variety of spreadsheets
- Operate various financial accounting modules and software
- Performs other related duties as required

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of generally accepted accounting principles.
- Knowledge of governmental accounting standards and practices.
- Knowledge of computerized financial systems for government.
- Knowledge of city ordinances, policies and procedures.
- Knowledge of budgeting and financial reporting systems.
- Skill in prioritizing and organizing work.
- Skill in use of computers and job related software programs.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Treasury Supervisor and/or Finance Director assigns work in terms of department goals and objectives.

GUIDELINES

Guidelines include generally accepted accounting principles, government accounting standards and city policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied accounting duties. Strict regulations and the need for confidentiality and accuracy contribute to the complexity of the position.
- The purpose of this position is to perform accounting duties related to department operations. Success in this position contributes to the efficiency and effectiveness of city financial processes.

CONTACTS

- Contacts are typically with co-workers, other city personnel, vendors, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light or heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of an associates certificate in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.