



POSITION DESCRIPTION

Title: Staff Accountant

Level:

Department: Administrative Services

Position Summary:

The purpose of this position is to manage the accounts receivables functions for the city. In this role, the incumbent performs routine and complex accounting assignments. Incumbent also assists the Revenue.

Responsibilities included but are not limited to resolving procedural and operational problems by analyzing the problem and taking appropriate action; performing mathematical calculations, statistical computations, and financial analysis to support assigned functions.

Reports to: Administrative Services City Manager

Full-time
 Part-time

Nonexempt
 Exempt

Essential Duties and Responsibilities:

- Receive, track, and deposit money on a daily basis into the appropriate general fund bank account.
- Assist in organizing and reviewing the work of accounts receivable staff for recording, classifying, and summarizing financial data.
- Examines, interprets, and verifies a wide variety of financial documents and reports; utilizing various sections of the City's accounting system in preparing monthly financial reports and statements related to accounting and receivables.
- Develops office policies and procedures, and short- and long-term objectives.
- Conducts research and analyzes data to resolve accounting problems, create new operating procedures, and propose changes.
- Assist in monitoring procedures designed to provide constant, accurate and reliable control of cash receipts and deposits.
- Assist in preparing trends and analysis.
- Manages the Accounts Receivables function within the Administrative Services Department, which includes:
 - Maintaining, reconciling, and closing accounts.
 - Preparing associated reports and statements.
 - Verifying daily entries that flow through the general ledger.
 - Researching inconsistencies found, and processing journal entries to make necessary corrections and adjustments.
 - Monitoring accounts receivable systems.
 - Assist in reconciling accounts and subsidiary ledgers.



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- Manages the Bank Reconciliation function within the Administrative Services Department, which includes:
 - Balancing the General Ledger to the bank account.
 - Preparing journal entries relating to the bank statement.
 - Assist in implementing monthly and annual closeout schedules per approved plans.

Education and/or Work Experience Requirements:

- Graduate from an accredited college or university with a bachelor's degree in accounting or related field. Experience will be taken into consideration.
- A minimum of five years of full-time professional employment in accounting, auditing, budgeting, payroll or closely related financial activity.

Additional Duties and Responsibilities:

Collaborates on work activities, presentations, and special projects with other City departments and other agencies. May be asked for input to policy development/revision activities and expected to explain/interpret policy. Any other duties as assigned by management.

Scope and Impact:

Considerable initiative and independent judgment are expected in resolving day-to-day problems, even where clear-cut guidelines are not available. Position has recurring work situations that involve having a very high degree of discretion. The need for accuracy and effective utilization of accepted programs and routines is high. Errors in judgment will waste resources and adversely impact performance. Incumbent operates independently and verifies the work of others. Work priorities are determined by incumbent and then reviewed and agreed upon with direct manager.

Communications/Customer Contact:

Frequently in contact with supervisor, other members of the Administrative Services team, co-workers, and external customers. Ability to communicate clearly and effectively with people in a courteous, tactful, and fair manner under all conditions. Ability to provide information and explanations of the processes and procedures of the department and municipal government to employees, human resources, and management.

Competencies:

- Ability to problem-solve, handle confidential information, perform computer related functions and bookkeeping functions.
- Strong communication skills; includes success in written communication, interpersonal communication, group communication, phone skills, and electronic communication.
- Ability to display professionalism at all times.
- Excellent time management skills to ensure that deadlines are met.
- Excellent customer service skills and problem solving is necessary.
- Knowledge of generally accepted accounting principles (GAAP); standard governmental fund accounting principles, practices and procedures and IRS guidelines.



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- Knowledge of modern office practices, methods, equipment, and standard clerical procedures including electronic filing and records management
- Knowledge of personal computers, financial, and payroll software.
- Proficient in Excel, Word, and PowerPoint.
- Ability to handle difficult situations in an effective, safe, timely and legal manner.
- Ability to establish and maintain an effective relationship with City employees.

Working Conditions:

The physical demands described here represents what must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to: sit, use hands and/or fingers, handle or feel; reach with hands and arms; and talk and hear clearly.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch and/or crawl.
- Occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.
- The noise level in the work environment is usually low.

Limitations and Disclaimer:

The above position description is meant to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements represent minimum levels of knowledge, skills and/ or abilities. To perform this position successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Acknowledgement of Receipt and Understanding

Employee (print name):

Employee Signature:

Date: