



## POSITION DESCRIPTION

<b>Position:</b>	Accountant/Deputy Treasurer
<b>Supervised By:</b>	City Manager
<b>Supervises:</b>	None generally; may exercise supervision over temporary or other staff, as assigned
<b>FLSA Status:</b>	Non-Exempt
<b>Status:</b>	Full Time, At-Will

### **General Summary**

Under the general supervision of the City Manager, this position supports the finance and treasury functions of the City. The position assists the Finance Director in the preparation of the annual budget, and compilation, analysis, and reporting of financial data for the financial audit. Also assists the Treasurer in the collection, distribution, and reconciliation of property taxes. Additional duties include monthly monitoring/reporting and other accounting-related transactions in compliance with generally accepted accounting principles.

### **Essential Duties and Responsibilities**

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

1. Ensure compliance with generally accepted accounting principles.
2. Assist with preparation and monitor implementation of the annual budget for the City, Downtown Development Authority (DDA), and Local Development Finance Authority (LDFA).
3. Prepare quarterly budget amendments for city council approval.
4. Complete interim and fiscal year-end audit schedules; provides analysis and reports as needed for the auditors, under the direction of the Finance Director.
5. Monitor and report on grants; assist with the preparation of grant applications, as directed.
6. Reconcile bank statements in a timely manner. Assist with cash management functions including managing cash flows, investment of municipal funds, and serve as a banking liaison.
7. Review and record monthly activity in the General Ledger through general journal entries.
8. Work with department heads to ensure all contracts have proper budgets prior to their approval and prior to the issuance of any purchase agreements.
9. Assist in the preparation of various reports, schedules, and any analysis as required by the City Manager, Finance Director or Treasurer, including cost-benefit analysis, surveys, fiscal forecasts, budget options, and special projects.
10. Support accounts payable process by reviewing workflow system, handling invoices, reconciling construction pay estimates, preparing warrant for Council packet, and issuing approved payments.
11. Create invoices through accounts receivable software and tracking for timely payment.
12. Prepare correspondence, records, and miscellaneous reports, as directed.
13. Prepares State and Federal reports as required.
14. Assist Treasurer with issuance of City tax bills, collection of real and personal property taxes, special assessments, fees and other monies due to the City, and distribution of tax money to appropriate accounts and other taxing jurisdictions.
15. Assist with taxpayer inquiries in person or by phone.

16. Perform other related bookkeeping, accounting, and administrative work as required.
17. Provide front counter support, as needed.
18. Perform other duties as assigned.

### **Required Minimum Qualifications**

The successful candidate will have the following minimum education and experience.

1. Graduation from a recognized college or university with an associate's degree focused in Accounting or Finance (bachelor's degree preferred).
2. A minimum of two years of experience in accounting or finance (municipal experience is preferred).
3. Certification as a Notary Public, or the ability to obtain, is desired.

### **Necessary Knowledge, Skills, and Abilities**

The requirements listed below are representative of the knowledge, skills and abilities necessary to perform the essential functions of the position.

1. Knowledge of governmental/fund accounting and bookkeeping principles, practices and procedures.
2. Proficient computer skills, including computerized accounting systems (BS&A preferred) and Microsoft Office.
3. Experience creating and monitoring budgets.
4. Experience with governmental audits.
5. Experience with bank reconciliations, requisition/purchase order processes, accounts payable, accounts receivable, and journal entry allocations.
6. Strong written and verbal communication skills.
7. Ability to respect others and work effectively with the public and with other employees.
8. Demonstrated ability to provide a high level of service to customers, co-workers, and elected officials.

### **Physical Demands and Work Environment**

The physical demands and work environment 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 is frequently required to sit, talk, hear, use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in a normal office setting with a controlled climate. The noise level in the work environment is usually quiet to moderate.

### **Application**

The duties listed above are intended only as illustrations of the various types of work that may be performed. This Description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised 02/26