



## **Title: Accountant**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Accounting Supervisor.  
This is a non-supervisory job classification.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in Accounting or related field
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures.

Other combinations of experience and education that meet the requirements may be substituted.

- **Licenses/Certifications/Special Requirements:** None required.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

### **JOB SUMMARY**

The purpose of this position is to provide accounting support to the Finance Department utilizing knowledge of accounting principles, applicable federal and state laws and industry standards and practices. Performs intermediate-level accounting activities including research, analysis, reconciliations and general ledger and subsidiary ledger maintenance. Assists with preparation of the City's year-end audit and the Comprehensive Annual Financial Report (CAFR). Completes related tasks as assigned.



### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Performs intermediate accounting activities. Reviews basic and intermediate accounting transactions; ensures proper coding of transactions to general ledger accounts; runs daily reports, reviews ledger balances and daily activities; prepares journal entries; uploads files; prepares reconciliations; monitors the City's general ledger and subsidiary ledgers; completes research and analyses; resolves accounting questions and issues from staff, management and other departments; develops and maintains financial spreadsheets and files.
2	Responsible for certain treasury functions which includes reviewing daily banking activities, preparing or reconciling banking transactions, preparing journal entries to record banking activities, monitoring and coordinating debt payments, reconciling debt activity and preparing debt service journal entries.
3.	Performs and/or assists with a wide variety of other accounting tasks such as capital assets, grant accounting, revenue tracking and reporting, assessment billings, monitoring of internal controls and other similar tasks.
3	Assists Senior Accountants with year-end audit and the preparation of the City's Comprehensive Annual Financial Report (CAFR) and other financial reports. May prepare or assist with year-end audit workpapers, accruals, reconciliations and journal entries, CAFR schedules and annual reports.
4	May assist with testing for software for upgrades and implementations; participates in special projects or performs related duties as assigned.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with "X"</b> 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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with "X"</b> 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.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.