



# City of Peoria

## HUMAN RESOURCES

### **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 any field or equivalent
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures.
- **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. Completes intermediate-level accounting activities; participates in preparing the Comprehensive Annual Financial Report (CAFR); reviews expenditure reporting; administers special assessments; 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 | Completes intermediate accounting activities. Reviews check requests and requisitions; prepares journal entries; uploads files; prepares reconciliations; completes research; assists with questions and issues from other departments; oversees unclaimed funds; enters budget journals.   |
| 2 | Reports expenditures. Uploads bank files of card transactions; monitors procurement transactions for timeliness; reviews detail; uploads and posts information to general ledger; prepares year-end accruals; assists users with questions and issues; participates in audits.  |
| 3 | Participates in the preparation of the CAFR and the year-end close process. Reconciles revenues and balances; prepares year-end reclassification journal entries; prepares several CAFR schedules; prepares audit schedules.  |
| 4 | Provides oversight and administers the special assessments and backup for travel and training system and payroll input / review. Sets up assessment software and new assessments; obtains information on cash collection, debt service, and related items; processes modifications of existing assessments; processes billings and payments; responds to requests and inquiries; processes payoffs; enters information; reviews, monitors, and approves travel reconciliations and reports (when necessary as backup for travel). |



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### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

| <b>Physical strength for this position is indicated below with "X"</b><br>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><br>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/<br>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.