



# City of Peoria

## HUMAN RESOURCES

### **Title:** Sr. Accountant

**FLSA STATUS:** Exempt from overtime.

**SUPERVISION RECEIVED AND EXERCISED:**

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

**MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in Accounting or related field
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

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

- Experience in a municipal or government setting.
- Certified Public Accountant

**JOB SUMMARY**

The purpose of this position is to provide advanced, professional-level accounting support to the City, utilizing knowledge and understanding of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, applicable federal and state laws, and industry standards and practices. Performs various complex and detailed accounting activities, including advanced research, analysis, and reconciliation of City's general ledger, subsidiary ledger and bank accounts. Participates in the preparation of the City's year-end audit and the Comprehensive Annual Financial Report. Conducts research and provides accounting support to various departments. Provides support to other functions and programs of the Financial Services Division. Participates in special projects 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 | Maintains, monitors and reconciles the City's general ledger, subsidiary ledger and bank accounts; prepares required schedules and reports for year-end audit. Participates in the preparation of the City's Comprehensive Annual Financial Report (CAFR) and other annual financial reports. Researches, interprets and implements various pronouncements issued by the Government Accounting Standards Board (GASB).                                                          |
| 2 | Reviews and approves various accounting transactions. Runs daily banking reports; reviews balances and daily activity; prepares required journal entries on a daily and monthly basis. Monitors accounting systems to comply with accounting standards, government agency guidelines, policies and procedures. Identifies and resolves bank discrepancies; inputs wires as needed. Researches and responds to financial questions from staff, management and other departments. |
| 3 | Prepares and files complex financial schedules and reports required by various government agencies including expenditure limitation reports, development fee reports, grant reports and other reports as needed. Prepares and files continuing disclosure reports required for debt compliance.                                                                                                                                                                                 |
| 4 | Coordinates and participates in a wide variety of accounting division tasks as assigned. Develops and maintains complex financial spreadsheets; consults with departments regarding accounting issues; assists with training new staff or lower level accounting staff. Participates in the implementation and testing of new accounting systems and software; researches and resolves complex accounting issues. Monitors and implements accounting controls.                  |



# City of Peoria

## HUMAN RESOURCES

### 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. |          |                                                                                                                                                    |                                                                                       |                                                                                           |                                                                                              |
| <b>Sedentary</b>                                                                                                                                                                                                                                                               | <b>X</b> | <b>Light</b>                                                                                                                                       | <b>Medium</b>                                                                         | <b>Heavy</b>                                                                              | <b>Very Heavy</b>                                                                            |
| 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. |          |                                                                                                                     |                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Office</b>                                                                                                                                                                                                                                                                  | <b>X</b> | <b>Outdoors</b>                                                                                                     | <b>Vehicle</b>                                                                                                                                                                                                             | <b>Office and Field/ Plant/ Warehouse</b>                                                                                                                                                                                                                                                                                                                                                                              |
| 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.