JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Accountant</th>
<th>Civil Service:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Finance</td>
<td>Bargaining Unit:</td>
<td>No</td>
</tr>
<tr>
<td>Reports to Position</td>
<td>Finance Director</td>
<td>Pay Grade:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Location</td>
<td>City Hall</td>
<td>Overtime Status:</td>
<td>Salary</td>
</tr>
<tr>
<td>Effect. Date</td>
<td>02/07/2019</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

Under general direction of the Finance Director, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling financial transactions, statements, records, reports, annual audit, and month/year-end closing; and provides highly responsible staff assistance to management staff. Payroll experience is a plus. Extensive leeway is granted for the exercise of independent judgment and initiative.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Compiles information and prepares audit workpapers, financial statements, tax forms and other reports.
- Prepares journal entries; reviews and updates accounting system transactions.
- Maintains capital asset records.
- Reconciles bank accounts, credit cards, bond payments, and other accounts as assigned.
- Assists with project accounting and capital improvement program reporting.
- Prepares monthly departmental reports and other reports as needed.
- Serves as backup to other Finance Department staff in a variety of functions including payroll processing, accounts payable, and customer service to maintain adequate cross-training.
- Assures that the City's mission, goals, and objectives are fully supported and initiated.
- Monitors financial transactions, prepares audit workpapers, and assists in the preparation of monthly finance reports and various State reports such as the Annual Financial Report (AFR), Street Finance Report (SFR), and Urban Renewal Report.
- Performs other duties and responsibilities as assigned.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Thorough understanding of accounting principles and practices, recent accounting standards, and auditing procedures.
- Knowledge of governmental accounting helpful but not required.
- Proficiency with computer software applications, including accounting, spreadsheet and word processing software.
- General knowledge of office equipment including photo copier, telephone, calculator, and facsimile.
- Familiarity with laws, regulations and procedures governing expenditures of public funds.
- Excellent oral and written communication skills.
- Analytical skills.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Requires the following, with or without reasonable accommodation:
- Ability to read, speak, write and understand English to effectively communicate with citizens, City Council and employees by telephone, in written form, or face to face.
- Ability to present a positive attitude, effectively communicate, deal courteously with customers and coworkers, and maintain effective relationships.
- Ability to classify accounting transactions and prepare workpapers and financial statements
- Ability to understand and apply established guidelines and methods.
- Ability to analyze accounts and transactions for discrepancies and effect on financial statements.

**QUALIFICATIONS**

*List the minimum requirements to be considered for this position:*

- Graduation from an accredited college or university with a bachelor's degree in accounting
- CPA preferred
- Two years work-related experience
- Experience with fund accounting and fixed asset recordkeeping is highly desirable.
- Must be able to obtain surety bond coverage

**WORKING CONDITIONS**

*List working conditions for this position:*

- Works in an office environment with extensive periods of sitting
- Constant dexterity, near sight acuity, feeling, concentration and judgement
- Frequent talking, hearing, stooping, reaching, handling and writing ability
- Works a standard work week
- May be required to work some overtime upon demand of workload

**REQUIRED BACKGROUND CHECKS**

*List working conditions for this position:*

- Sex Offender Registry
- Criminal Background Check
- Credit Check
- Drug Screening
- Driving Record
- Pre-Employment Physical