

ACCOUNTANT

DEFINITION

To perform a variety of routine and complex professional accounting work involving the maintenance and review of financial and statistical records.

DISTINGUISHING CHARACTERISTICS

Positions in this class require the exercise of considerable independent judgment in maintaining and processing financial records and transactions involving a variety of items in different forms and requiring the examination of dissimilar accounting details and supporting documents.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following: _

Collect payments over the counter and through the mail.

Maintain city fixed asset records.

Assist with the preparation of annual reports and various audits of city records.

Prepare grant and loan fund requests.

Prepare, process and pay service charges, statements, and delinquent notices.

Implement and maintain collection procedures on delinquent billings.

Assist in budget preparation, coordination and administration.

Analysis and modification of computer spreadsheets.

Prepare billings to various agencies for services provided.

Prepare checks for services and goods received.

Issue, maintain and monitor purchase orders.

Responsibility for filing system for accounts receivable and accounts payable

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Computerized accounting systems.

Spreadsheet and word processing software, operating systems such as Windows or other commonly used software.

Financial accounting rules for government entities.

Basic understanding of the operation of accounts receivable/accounts payable activity.

Grant reporting requirements for federal and state grants.

Ability to:

Perform a variety of accounting activities, including accounts payable and accounts receivable.

Assist in the development and implementation of accounting systems and procedures.

Independently prepare correspondence related to job functions.

Review and check records, forms and other documents for accuracy, completeness, and conformance to rules and regulations.

Develop spreadsheets, and other computer-based financial management tools.

Assist in the maintenance of complex fund accounts.

Assist in compiling information for budget preparation purposes.

Analyze, prepare and provide information regarding financial and statistical reports.

Post, check, balance, and adjust accounts as required.

Read, understand, interpret and explain laws, rules and regulations.

Make arithmetical calculations quickly and accurately.

Skillfully operate calculating and other accounting and fiscal record keeping machinery.

Communicate clearly and concisely, orally and in writing.

Respond to difficult citizens' complaints and requests for information.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND TRAINING:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying.

Experience: Three years of professional accounting experience.

Training: Equivalent to a Bachelors Degree from an accredited college or university with major work in accounting, finance, business administration, public administration or related field.