



Accountant

Department: Chief Administrative Officer's Office
Job Title: Accountant
Reporting to: Finance Director
FLSA Status: Non-Exempt
Date Prepared: March 24, 2025

Job Summary:

The Accountant will provide technical, analytical, and administrative support in various functional areas of accounting: accounts payable, accounts receivable, payroll, fixed assets, annual audit, cash and investments, debt obligation, year-end closing, and the general ledger. Work is performed under general supervision.

Essential Duties and Responsibilities:

- Performs accounting activities in various functional areas: accounts payable, accounts receivable, payroll, fixed assets, annual audit, debt obligation, cash and investments, year-end closing, and the general ledger in accordance with City policies and procedures and regulatory standards governing the work.
- Reviews and analyzes various records, files, reports and documentation in preparation for accounting tasks (i.e., cash receipts, journal entries, general ledger, tax returns, audit schedules, fixed assets, revenues, general/utility billings, payroll, benefits, and pension).
- Prepares and completes various forms, records and reports (i.e. cash analyses, debt schedules, audit schedules, year-end closing, sales/fuel tax returns, annual budget, wire transfers, required regulatory reports, etc.)
- Maintains collaborative and effective working relationships with auditors, banking institutions, investment companies, and state regulators.
- Reviews policies and procedures; provides recommendations for improving department efficiency and effectiveness.
- Performs other duties as assigned.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Bachelor's Degree in Accounting, Finance or related field.
- One or more years' experience in performing accounting related tasks, preferably in a governmental or similar institutional environment.
- Prior experience utilizing Microsoft Office software to prepare correspondence, develop reports, and utilize spreadsheets preferred.

Knowledge/Skills/Abilities:

- Knowledge of generally accepted accounting principles and practices.
- Knowledge of applicable federal, state and local regulatory laws, standards and requirements for governmental accounting and administration.
- Knowledge of the principles and practices utilized in governmental accounting and administration.
- Skill in application of principles and techniques utilized in business mathematics.
- Skill in critical thinking for issues resolution and process improvement recommendations.



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- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent changes, delays or unexpected events.
- Skill in working independently and following through with assignments with minimal direction.
- Advanced ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable organizational software.
- Ability to establish and maintain accurate, organized and detailed documentation and files for ready access and retrieval.
- Ability to research, compile and develop clear, concise and accurate reports and associated documentation to facilitate effective decision making.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to exercise sound judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to communicate effectively verbally and in writing.
- Highly motivated, passionate and creative team-player with ability to develop and maintain collaborative relationships with all levels within, and external to, the organization.
- Ability to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic and tactful manner.
- Able to work independently with minimal supervision, planning, scheduling and organizing professional schedule to complete actions within established deadlines, handling multiple priorities with strong attention to detail.
- Proficient knowledge of Microsoft Office software applications.

Physical Requirements:

- Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

Skill Requirements: (X = Required for job)

X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified above)	X	Written communication
X	Retrieve and compile information		Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)

Physical Requirements: (X = Required for job)

X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
	Standing for extended periods		Lifting/carrying more than 20 pounds various items
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking		Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Writing



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Other (List):		Other (List):	
Hazards: (X = Required for job)			
X	Normal office environment	X	Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
	Outdoor work environment, exposed to weather conditions		
Employee Acknowledgement:			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature		Date	