



JOB DESCRIPTION
Accountant

Job Class: 7

FLSA Status: Non-Exempt

Date: August 22, 2019 **Supervised by:** Finance Director

Date Approved:

JOB DEFINITION

The Accountant performs accounting functions of variable complexity such as preparing analyses, journal entries, reconciliations and reports; oversees the payroll process; oversees the accounts payable process; manages the City's purchasing card program, provides support to the Finance Director during the annual audit and budget processes and assists other City staff with financial related requests and information.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Finance Director
- Exercises no supervision
- Coordinates work with other City departments as needed

EXAMPLES OF ESSENTIAL DUTIES *(This list is not to be construed as a complete representation of the responsibilities of the job and may include other duties as assigned that are not listed below.)*

Importance	Tasks	% of Time
1	Plans, organizes and maintains the central accounting system in a manner consistent with the Kansas Municipal Audit and Accounting Guide (KMAAG), Kansas Statutes, City Ordinances, Generally Accepted Accounting Standards (GAAP) and any other accounting standards that are applicable to the City's operations. Reviews accounts and monitors performance vs. budget. Performs the monthly bank reconciliations of the City's accounts. Prepares the annual Treasurer Report. Maintains and monitors the City's system of internal controls.	30
2	Provides support to the Finance Director during the annual operating budget process, including preparation of calculations, forecasts, schedules, and reports.	5
3	Oversees, approves and serves as backup for the preparation of the bi-weekly payroll and payment of fringe benefit bills. Oversees and serves as backup for the following: preparation of the quarterly IRS 941 forms; preparation of the quarterly unemployment return; preparation of IRS W-2 forms; preparation of IRS 1095 forms; any other payroll reporting. Handles employee inquiries and general payroll issues as they arise.	10
4	Oversees the accounts payable and purchasing card processes. Oversees, approves and serves as the backup for the bi-weekly accounts payable run and any special accounts payable runs. Administers the purchasing card program including setting up new cards, closing cards, downloading data for payment, training new cardholders, notifying cardholders of new features to the online system, serving as the point of contact with the purchasing card provider, and conducting audits to ensure compliance with the City's Purchasing Card Policy. Oversees the preparation of the IRS 1099 forms.	15

Importance	Tasks	% of Time
5	Provides support to the Finance Director regarding financial software maintenance and troubleshooting. Trains and assists other financial software users in the City.	5
6	Prepares invoices for non-utility and non-court accounts receivable and monitors the payment thereof.	5
7	Oversees the collections process for all delinquent accounts of the City, including utility accounts, municipal court, and other receivables of the City.	5
8	Prepares/reviews financial reports, analyses, and forecasts in support of City operations and financial planning; provides information and training to employees on financial issues, accounts payable, payroll, etc.	5
9	Assists with all aspects of the annual audit process, providing support to the Finance Director by preparing schedules, reports, gathering information requested by the external auditors, and handling auditor inquiries.	10
10	Provides support to the Finance Director regarding financial policies and procedures by researching, evaluating, developing and recommending modifications to existing methods to improve the financial effectiveness and or efficiency of the City.	5

IMPORTANT JOB FUNCTIONS

- Analyze all types of accounting data.
- Prepare reports and reconciliations.
- Oversee and review the work of the Accounting Technician related to payroll and accounts payable.
- Provide support to the Finance Director in budgeting processes and financial software administration.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer
General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited college or university in accounting or finance or a related field.
- Three years of related experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Theory, principals, practices and techniques of public finance administration, including government accounting and auditing procedures, short and long-range financial forecasting, projections and analysis, fiscal reporting and revenue and expenditure monitoring and reporting programs.
- Principles of governmental operating and capital budgeting.
- Principles of municipal organization, including the function of an elected City Council and appointed boards and commissions, administration, budgeting and purchasing.
- Principles of preparation and presentation of financial information, both written and oral.
- Local and State laws and administrative regulation affecting municipal financial operations.
- Federal and state laws affecting payroll, workers' compensation administration, unemployment insurance administration, KPERS retirement program and other employee benefit programs.
- The City's personnel rules and policies.
- Administration of staff and activities, either directly or through subordinate supervision.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Communicating orally and in writing with general public, co-workers and supervisory personnel in order to give and receive information in a courteous manner. Must be able to adapt communication style and format to the audience.
- Remaining calm in stressful situations.
- Solving problems and resolving conflict.
- Maintaining and/or implementing automated systems and procedures.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.
- Preparing clear and concise reports.

Mental and Physical Abilities:

- Communicate clearly and concisely, both orally and in writing.
- Work independently.
- Interpret and apply applicable federal, state and local policies, codes, laws, regulations and accounting/reporting standards.
- Organize and maintain data accurately and completely with attention to details.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial and cooperative when dealing with supervisors, co-workers, elected officials, and the public.
- Able to maintain confidentiality of certain public records, transactions, and information. Can identify sensitive records and information and follow procedures for maintaining confidentiality.
- Establish and maintain effective working relationships with all encountered during the course of work.

WORKING CONDITIONS:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet. The employee is occasionally required to carry, lift, move or push up to 25 pounds. This job may require occasional bending, squatting and twisting. This job includes frequent use of manual dexterity and visualization of a computer screen throughout the day.

Attendance at overnight seminars and conferences may be required.

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

_____ Employee	_____ Signature	_____ Date
_____ City Administrator	_____ Signature	_____ Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.