

Accountant

DEPARTMENT: Finance

RESPONSIBLE TO: Finance Director

PAY GRADE: 22

GENERAL PURPOSE:

Performs technical and administrative accounting work in maintaining the fiscal records and systems of the City.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED:

Assists the Finance Director in Supervision of Finance Office, Information Systems, and Customer Service Staff

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversees daily general government and utility accounting functions to assure compliance with City accounting requirements, proper expenditure support and proper classification of receipts and expenditures. Assists Finance Director in accounting system development. Requires high level technical accounting skills, minimal day to day supervision with substantial reliance on independent judgement decisions.

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Maintains and compiles information for understandable financial reporting of all City funds; audits for valid transactions; prepares journal entries; analyzes accounts and prepares statistical tables and financial statements; prepares various required state and federal forms.

Assists Finance Director in the coordination and completion of the City's annual budget including segment preparation and review of all funds; assists department/division heads in preparing their budget requests; reviews budget requests submitted for accuracy and compliance with budget instructions; prepares supplemental budget schedules; implements recommended budget changes; supervises the entry of the budget information into the general ledger system.

Assists the Finance Director and Finance office staff in assuring accounting quality control in areas such as Payroll, Accounts Receivable, and Accounts Payable.

Maintains City's fixed assets, including the general fixed asset account group and the internal service funds; prepares journal entries and enters; maintains subsidiary ledgers.

Prepares adjusting journal entries; updates and maintains the chart of accounts; prepares financial statements, reports and analysis; projects cash flow; participates in year-end inventory of enterprise and internal service funds.

Processes and maintains records relating to claims made on City insurance policies, including but limited to Worker Compensation, Automobile, General Liability, and Property Insurance. Serve as primary liaison between City, our agent, and the insurance company. Assist Finance Director in annual insurance renewal process and insurance quotes for coverage.

Audits the general ledger system at year end for inaccuracies; assists retained auditors and proofs annual City audit report and single audit report.

Reviews vouchers, receipts, and journal entries for proper coding of account numbers; performs financial analysis and conducts special projects as required.

Assist Finance Director in journal entries to balance and close the monthly general ledger, including various reconciliation and subsidiary reports and tracking sheets.

Assists Finance Director in preparation of the Public Service Commission of Wisconsin Annual Report for the Water and Electric Utilities.

Assists and provides budget update information and answers questions from department heads in the monitoring of their respective budgets during the year.

Assists Finance Director in coordination and completion of the City's five-year Capital Improvement Plan. Performs other related duties as assigned.

Perform other related duties as assigned by Finance Director.

PERIPHERAL DUTIES:

Serves as a member of various employee committees.

Provides back-up to other related positions.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Requires bachelor's degree or two-year associate or vocational degree with major course work in accounting; or three to five years related experience and/or training; or equivalent combination of education, experience and training which provides the following knowledge, abilities and skills;
- (B) Knowledge of current practice and developments in the field of cost accounting, utility accounts and governmental accounting.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial applications; some knowledge of public finance and fiscal planning; working knowledge of payroll and accounts payable functions; considerable knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB;
- (B) Skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to accurately account for city funds; ability to

establish and maintain effective working relationships with employees, city officials; ability to communicate effectively, orally and in writing.

TOOLS AND EQUIPMENT USED:

Personal computer, including spreadsheet and word processing software; central financial computer system; telephone; 10-key calculator; copy machine.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

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.

The noise level in the work environment is usually quiet.

OTHER GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Medical exams and drug testing will be conducted for this position. It is necessary for residency within 15 miles of City Hall in Two Rivers while this position is held.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revision History: 10/2/2020