ACCOUNTANT

Purpose:

To actively support and uphold the City’s stated mission and values. To perform a variety of professional level accounting duties involving the accounting, recording and reporting of financial transactions involved in City funds; to review accounting records for accuracy; and to prepare financial reports, statements and special financial analyses.

Supervision Received and Exercised:

Receives general supervision from higher level accounting staff or from other supervisory or management staff.

May exercise technical supervision over lower level staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Maintain and reconcile a variety of ledgers and accounts; examine accounting transactions to ensure accuracy; correct financial records as necessary.

- Create and maintain accounting systems as required to comply with various governmental agency guidelines, policies and procedures; prepare reports required by Federal agencies and auditors.

- Prepare and maintain a variety of accounting systems including general ledger, accounts payable, payroll, fixed assets, and other accounting systems.

- Prepare and review computer input data for monthly financial reports; assist in the preparation of the annual financial statements.

- Prepare and maintain special assessment system records

- Prepare and maintain schedule of bonds and interest payable.

- Maintain Internal Service fund activity.
• Provide assistance to City staff regarding accounting principles and procedures.

• Provide technical assistance and training to lower level accounting staff as required.

• Monitor lease agreements to ensure appropriate money is received.

• Implement and maintain the PeopleSoft fixed asset; implement and maintain tracking system for the City's Due to State account.

• Implement and maintain the City travel policy; conduct travel policy training; audit travel requisitions submitted by City employees.

• Perform related duties as assigned.

**When assigned to Grants:**

• Set up, maintain and reconcile a variety of ledgers and accounts for the Community Development Block Grant (CDBG) program, HOME program, and Section 8 Housing Assistance Program; examine all financial transactions to ensure accuracy; correct financial records as necessary.

• Monitor contract compliance with federal grant requirements; assist in Single Audit of federally-funded programs and monies.

• Create and maintain accounting systems as required to comply with various governmental agency guidelines, policies and procedures; prepare reports required by Federal agencies and auditors.

• Prepare and maintain a variety of accounting systems including general ledger, accounts payable, accounts receivable, payroll, fixed assets, petty cash, and accounting systems.

• Prepare and review computer input data (using both City and Federal computer systems) for monthly financial reports; assist in the preparation of annual financial statements, budgets and requisitions for the City, U.S. Department of Housing and Urban Development, and other agencies as required.

• Analyze information, reconcile accounts, and prepare projections, income and expenditure reports on CDBG, HOME program, and Section 8 Housing Assistance Program funds for the City and other government agencies.

• Evaluate and approve requests for funds and transfers of funds.
• Provide assistance to City staff regarding accounting principles and procedures.

• Prepare and submit monthly analyses of expenditures and revenues.

• Perform related duties as assigned.

**Minimum Qualifications:**

**Experience:**

Two years of professional accounting experience, preferably in municipal or public accounting.

For the Grants Accountant assignment, experience with federal grants (i.e., CDBG/HOME/Section 8), including knowledge of OMB Circulars and/or Code of Federal Regulations and monitoring sub recipients and/or administering contracts is highly desirable. Two or more years of responsible professional-level government finance and grants accounting experience is preferred.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or degree related to the core functions of this position.

**License/Certifications:**

None

**Examples of Physical and/or Mental Activities:**

(Pending)

**Competencies:**


**Job Code:** 248

**Status:** Exempt / Classified