

Taylorville City

Job Description

Title:	Senior Accountant	Code:	
Department:	Finance	Effective Date:	
FLSA Status:	Non-Exempt	Last Revised:	04/09/2013

PRIMARY DUTY

Performs a variety of administrative and technical clerical duties related to controlling the receiving receipting and investing of City funds. Supervises and manages the accounting functions of the City.

SUPERVISION RECEIVED

Works under the supervision of the Chief Financial Officer.

ESSENTIAL FUNCTIONS

Participates in the development of office processes, procedures, and methods as needed to assure compliance with Government Accounting, financial legal requirements and Generally Accepted Accounting Procedures; directs the receiving, receipting and allocation of revenues to the proper financial line item; issues summary reports verifying receipt of revenues as required.

As directed by the Chief Financial Officer, coordinates revenue collection and receipting functions with Community Development, Justice Court, and Administrative Services personnel as needed. Monitors the collection and receipting of revenues from the sale of business licenses, building permits, and court fees and fines, etc. Assures proper receipting, posting and tracking of related accounts. Balances daily collections with receipts and assures timely deposits are made into bank accounts. Prepares trial balances and reconciles the general ledger with bank deposits daily.

As directed by the Chief Financial Officer, the senior accountant may act as custodian of all monies, bonds and securities and maintains accurate and detailed account of the same. Assures proper filing of canceled bond coupons, collects special taxes and assessments as provided by law and ordinance, and maintains record of collections.

Identifies the need for fund transfers and makes recommendations to the City Treasurer. Prepares daily reports showing cash receipts and monitors running daily balance.

Assists in the development and preparation of the overall City budget. Gathers variable costs and factors in variable circumstances in making budget calculations. Prepares interim and final drafts. Recommends tax rates and prepares financial reports for State Auditor. Performs as city ex-officio auditor to assure integrity of the City financial management system.

Supervises Accounts Payable, Cash Receipting and Purchase Order system. Receives and processes invoices for payment. Matches invoice and purchase orders to verify authorization for payment recommendations or signs for approval of payment. Maintains chart of accounts, updates vendor lists, enters invoice amounts, recommends or signs for approval of payment. Prepares checks, Tracks contracts to monitor change orders and approve draws against agreements for services performed.

Monitors supporting journals, cash receipts, cash disbursements, payroll and general journal. Verifies proper account coding. Executes corrections or adjustments as needed. Determines actual cash balance of funds compares to control balances. Reconciles discrepancies.

Formulates accounting data for entry into computer. Produces detailed reports for various funds. Budgets accounts and utilizes Caselle and custom finance applications to generate specialty reports.

Performs ongoing and monthly comprehensive bank reconciliation of book and bank balances to true cash balances for various funds. Reconciles receipts and payments. Makes correction adjustments as needed. Prepares monthly money management report. Monitors State pool investments, City checking accounts and makes adjusting journal entries.

Coordinates annual external audit. Works with contract Auditor to review all accounts, bonds, payroll, cash disbursements, etc.. Assists in the finalization of the City annual reports and financial statements for delivery to the State Auditor.

Reconciles investment funds with general ledger and monitors City cash flow. Assures availability of sufficient funds to cover City financial needs and issued checks.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

- A. Degree in Accounting, Finance, or related field;
- B. Five (5) years of progressively responsible experience, directly related to the duties for this position.
- C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Practices and Procedures (GASB); Municipal Investment Practices and options. Laws and regulations governing receiving, accounting and investment of municipal funds. Bond requirements for municipal organizations and department operations including applicable laws and regulations;. The Uniform Municipal Fiscal Procedures Act. Working knowledge of internal control principles and methods of application, budgeting, accounting, and related statistical procedures. Various revenue sources available to local governments, including State and Federal sources. General office maintenance and practices. Computer accounting applications and various software programs. Business and technical writing. Operation of standard office equipment. Mathematics related to investment and finance. Strong interpersonal communication skills and telephone etiquette for public relations, elected officials, accounting professionals, co-workers, and supervisors.

Ability to analyze a variety of financial problems and make recommendations. Analyze complex accounting problems and make standard adjustments. Operate various types of standard office equipment, such as typewriter, 10 key calculator, keyboard, etc.. Operate a Windows base personal computer for utilizing various programs to produce or compose formal documents, reports and records, charts and graphs.

3. Special Qualifications:

Should be a Certified Public Accountant (CPA).

Must be bondable to a dollar limit prescribed by statute.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, and reaching not involving muscular strain. Job functions normally require talking, hearing, and seeing. Common eye, hand, finger dexterity are required for most essential functions. Mental application utilities memory for details, verbal instructions, emotional stability, discriminating, thinking and creative problem solving. Periodic travel required in normal course of job performance.



DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I _____ have reviewed the job description.

Date: _____

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Must be Detailed oriented. Knowledge of basic math. Must possess the team player qualities and have the ability to work in a team environment. Considerable knowledge of general office maintenance and practices; computer accounting applications and various software financial programs (MS Word, Excel, Power Point); operation of standard office equipment; operation of standard office equipment; modern office practices and procedures; letter composition, grammar, spelling and punctuation; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations.

2. Education and Experience:

Associate's Degree (A.A.) or equivalent from two-year college or technical school; or one or more years related experience and/or training; or equivalent combination of education and experience.

3. Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; maintain strict confidentiality related to sensitive administrative information; develop effective working relationships with supervisors, fellow employees, and the public.

Problem solving - identifies and resolves problems in a timely manner, gathers and analyzes information skillfully. Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently.

Quality control - demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance.

Quantity - meets productivity standards and completes work in a timely manner.

Adaptability - adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.

Dependability - is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

Safety and security - observes safety and security procedures and uses equipment and materials properly.

Performs other duties as assigned.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.