

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: City Accountant **GR:** U **FLSA:** EX **DATE:** 08/24/2017
DEPARTMENT: Finance **DIVISION:** Accounting
REPORTS TO: Deputy Finance Director **APPROVED:** _____ **JOB CODE:** 1086

GENERAL DESCRIPTION:

Under direction, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of the City's ledgers and subsidiary financial systems; assists in the preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff assistance to assigned management staff.

TYPICAL DUTIES:

- o Performs a variety of professional accounting functions supporting City-wide operations; maintains accuracy of general, revenue, and expenditure ledgers and subsidiary financial systems
- o Performs month-end processes including bank reconciliations, journal entries, financial and statistical reports and treasurer's report; assists in preparation of year end closings and accompanying financial reports; assists with financial statements preparation and auditing activities with external auditors and other agencies; prepare reports as necessary
- o Reviews and reconciles accounts payable, purchase orders, cash receipts, payroll, and other accounting records and transactions; ensures accuracy in account posting and balancing
- o Manages the maintenance, modification, operation, and implementation of the City's financial system; identifies and resolves ongoing functional and technical issues; coordinate and test system modifications; recommends operational and procedural changes to the system as necessary; provides accounting and financial software technical support to end users, responding to requests, troubleshooting issues, and resolving problems; develops, coordinates, and tests system modifications to address user needs; maintains system and end user documentation and procedures; coordinates and conducts training sessions as necessary; provides oversight for department accounting functions including accounts payable and accounts receivable processing as well as backup for these functions
- o Performs grant accounting work related to federal, state or grant agency funding; maintains records for audit purposes
- o Assists with annual City budget preparation, review and validation; creates a variety of spreadsheets, documents, and graphs
- o Maintains and tracks fixed asset inventory control records for the City; assists with special assessments preparation for County submittal
- o Responds to public inquiries in a courteous manner and provides relevant information; resolves issues in an efficient and timely manner; coordinates and researches special projects as needed
- o Works varied hours as needed and performs other duties as assigned

RESPONSIBILITY FOR WORK OF OTHERS:

None

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Bachelor's degree from an accredited college or university in accounting or related field with accounting emphasis. Five (5) years increasingly responsible experience or equivalent combination of education, experience and training. Municipal experience preferred. Proficient in Microsoft Excel and Word. Experience with computer accounting software preferred.

RESIDENCY REQUIREMENTS:

None

ESSENTIAL JOB FUNCTIONS:

Knowledge of generally accepted accounting principles (GAAP) and governmental standards and/or fund accounting. (Daily)
Compute, verify, compile and analyze financial data, performing mathematical calculations with speed and accuracy. (Daily)
Maintain and exhibit discretion and integrity when handling confidential information. (Daily)
Train others on new policies, procedures or systems upgrades. (Weekly)
Effectively organize the work of self and others. (Daily)
Exercise sound judgement in decisions and interpretations. (Daily)
Perform a variety of complex financial statements, reports, and analyses. (Daily)
Operate a variety of office equipment including a computer and associated word processing and spreadsheet applications. (Daily)
Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
Climbing/Balancing: Minimal, ability to sit and stand
Walking: Minimal amount required
Stooping/Bending: Frequently
Stand/Sit: Sit about 75 percent of the time
Reaching: Occasional, overhead as well as horizontal
Vision: Adequate to perform essential functions
Color Vision: Adequate to perform essential functions
Hearing: Adequate to perform essential functions
Speech: Frequently express ideas and be understood
Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability
Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside
Cold/Heat: Controlled
Wet/Dry: Controlled
Noise/Vibrations: Office equipment
Hazards: None
Fumes/Dust/Odors: Minimal exposure
Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material
Ability to understand and apply financial and accounting concepts
Ability to listen to and apply information and instructions
Ability to organize files and effectively retrieve data
Ability to comprehend computer software principles
Ability to work independently and as part of a team
Ability to communicate effectively orally and in writing
Ability to establish and maintain effective working relationships with other employees
Ability to work in some stressful situations and meet deadlines

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer, printer, copy machine, fax

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.