



Senior Accountant Finance

FIN/2

JOB SUMMARY

This position performs professional accounting functions in support of city financial operations.

MAJOR DUTIES

- Prepares monthly and annual financial reports.
- Assists with annual budget preparations.
- Performs bank and general ledger account reconciliations and posts related journal entries.
- Assists in maintaining the general ledger by posting cash, accounts receivable, and general ledger journal entries.
- Reconciles bank accounts.
- Maintains accurate and up-to-date files and records.
- Maintains and gathers information for the annual audit.
- Maintains W9 forms; prepares 1099s; files tax year-end documents.
- Receives, reviews, and approves invoices from city departments.
- Audits petty cash from departments.
- Collects and processes liquor, malt beverage, and video lottery license fees.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of budget development and management principles and practices.
- Knowledge of GAAP and GASB requirements.
- Knowledge of computers and job-related software programs.
- Knowledge of financial reporting principles.

- Skill in the analysis of financial data and the preparation of related reports.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Finance Officer assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include GAAP, GASB guidelines, internal control procedures, relevant state and federal laws, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to perform accounting duties in support of city financial operations. Successful performance ensures the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, representatives of other government agencies, attorneys, bankers, auditors, consultants, vendors, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.