



SENIOR ACCOUNTANT

Department: **Finance** Class Code: **25**
Reports to: **Finance Director** FLSA Status: **Exempt**

GENERAL PURPOSE: Under general supervision, performs various professional accounting functions.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prepares documentation related to payroll deduction checks; coordinates with external parties.
- Performs payroll processing; enters employee direct deposit information; prepares payroll deduction checks and related documentation; prepares quarterly payroll reports; submits ICMA and PSRS retirement information.
- Reconciles general fund bank statements and LGIP statements; reconciles the Court's bank statements to the general ledger; reconciles utility and accounts receivable modules with the general ledger; reconciles the utility module deposits payable accounts; reconciles the general deposits payable account; reconciles grant funds; reconciles various general ledger accounts.
- Prepares journal entries to record LGIP statement monthly activity; prepares journal entries to reflect the Court's monthly activity from bank statements; prepares accrual journal entries for the Court's reimbursement to the Town; prepares journal entries to record the department's use of water/sewer service provided by the Town; prepares journal entries to move postage from general use to specific departments; prepares journal entries as needed to make corrections to account numbers; enters journal entries for payroll electronic transmittals; enters journal entries for quarterly reports.
- For accounts receivable, prepares billings for septage recovery, PANT officer, utility reimbursement and other billings as requested.
- Prepares monthly budget reports for departments; runs budget reports when requested by departments; maintains spreadsheets on construction projects; monitors grant activity and maintains spreadsheets and documentation; prepares and reports TPT tax.
- Participates in preparing and gathering information for the annual audit; prepares and submits quarterly tax reports; prepares W-2 statements; performs all accounting functions related to fixed assets; stores previous year's paperwork.
- Participates in responding to budget questions from departments; participates in preparing documents for distribution; participates in reviewing payroll reports; assists in coverage as needed; stamps checks as necessary; performs research as requested.
- Performs stale dated check work.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

JOB DESCRIPTION

Senior Accountant

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor’s degree in Accounting or a closely related field and two years of government accounting experience or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

None.

Required Knowledge of:

- Principles and practices of governmental accounting and GAAP and GASB.
- Business practices and methods.
- Payroll rules and regulations.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Understand requests for financial information and determine the appropriate information format.
- Prepare financial reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Explain the financial impact of payroll rules or regulations.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 10 pounds.

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		07/2019		25		

APPROVED: Human Resources

DATE: 08/21/2019