



ACCOUNTANT

Department: **Finance** Class Code: **23**
Reports to: **Administrative Services Director** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: The purpose of this position is to provide accounting support to the Finance Department utilizing knowledge of accounting principles, applicable federal and state laws and industry standards and practices. Performs entry-level accounting activities including research, analysis, reconciliations and general ledger and subsidiary ledger maintenance.

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.*

- Reviews basic and intermediate accounting transactions; ensures proper coding of transactions to general ledger accounts from subsidiary ledgers; runs daily reports, reviews ledger balances and daily activities; prepares journal entries; uploads files; prepares reconciliations; monitors the Town's general ledger and subsidiary ledgers; completes research and analyses; resolves accounting questions and issues from staff, management and other departments; develops and maintains financial spreadsheets and files.
- Performs and/or assists with a wide variety of other accounting tasks such as capital assets, grant accounting, revenue tracking and reporting, assessment billings, monitoring of internal controls and other similar tasks.
- Assists with accounts payable processing of invoices, vendors files, purchase orders; obtains approvals; enters into automated system; prints checks; process ACH vouchers; send emails to vendors; ensures checks match register; obtains signatures; mails checks.
- Assists with preparation of the Town's year-end audit and the Comprehensive Annual Financial Report (CAFR).
- Researches outstanding items to clarify entries; gathers backup via copies or requests to vendors as needed, process various monthly reconciliations.
- Assists with monthly utility billing and reconciliation; reconciles monthly utility accounts and related subsidiary systems; completes month and cycle for billing and close the month, maintain utility lien and loan accounts, maintain collection accounts.
- 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.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor’s degree in Accounting or a closely related field and one year 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 accounts payable, payroll processing, bookkeeping and basic accounting.
- Business practices and methods.
- Payroll rules and regulations.
- Customer service principles and practices.
- Modern office methods, practices and procedures.
- 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.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	12/2021			23	Non-Exempt	

APPROVED: _____

DATE: _____