

**CITY OF MANITOWOC
POSITION DESCRIPTION**

POSITION TITLE: **ACCOUNTANT**
DEPARTMENT: Finance
STATUS: Non-Rep Full Time, Non-Exempt
POSITION REPORTS TO: Finance Director/Treasurer
DATE OF DESCRIPTION: AUGUST 2014

SUMMARY:

This is an entry level professional accounting/financial position to support the City Finance Director in performing a variety of tasks in Accounts Payable, Accounts Receivable, General Ledger, Payroll, Bank Reconciliation, Fixed Assets, Budgeting, and Cashiering. The position requires accounting skills and the ability to learn readily the procedures and regulations of the office. This position also serves as back-up to the Payroll Administrator position.

ESSENTIAL FUNCTIONS include the following:

- A. Maintains, reconciles and oversees the citywide Accounts Payable/Accounts Receivable Processes on a monthly, quarterly or annual basis as required.
- B. Responsible for follow-up on delinquent Accounts Receivables and stale dated Outstanding Checks.
- C. Process and distribute on a monthly basis room tax receipts.
- D. Process on a monthly basis the City's Sales Tax Return.
- E. Calculate Invoices for various annual agreements, including PILOT payments and follow-up of any delinquencies.
- F. Responsible for billing, collection and distribution of Mobile Home related fees and credits.
- G. Import data between financial systems and insure accuracy/integrity of information.
- H. Performs review of accounts receivable and reconciling daily cashiering reports.
- I. Reconcile accounts to determine the proper balances and identify any variances.
- J. Prepares financial report of claims for bi-monthly Common Council Meetings.
- K. Coordinate and setup EFT/ACH data transfer processes with financial entities incorporating data flow within the financial system.
- L. Primary back-up to Payroll Administrator as needed for processing payrolls and adding employees to the payroll system
- M. Prepares various schedules, graphs and other supporting data for inclusion within various publications prepared by the city including but not limited to Comprehensive Annual Financial Report (CAFR), Annual Budget Document and City's Annual Capital Improvement Plan
- N. Assists with the development of the City's Five-Year Capital Improvement Plan.
- O. Works closely with all departments to ensure understanding and ability to interact with the city's automated financial environment, including monthly financial reports.
- P. Prepares a variety of monthly, quarterly, and annual reports and review all for formality and accuracy.
- Q. Reconcile accounts to determine the proper balances and identify any variances.
- R. Prepare journal entries as necessary.
- S. Assist with the annual budgeting process

- T. Assists with coverage for Treasurer's Office as needed.
- U. All other duties as assigned.

SKILLS AND ABILITIES:

- A. Knowledge of Generally Accepted Accounting Principles (GAAP) used in keeping fiscal accounts and records, and of finance terminology, procedures and routines.
- B. Ability to add, subtract, multiply and divide accurately.
- C. Ability to prioritize tasks to meet deadlines.
- D. Ability to make financial decisions quickly and accurately.
- E. Ability to operate general office equipment.
- F. Communicate professionally and effectively via oral and written documents.
- G. Ability to prepare accurate reports and data
- H. Ability to learn new technology in the workplace as it develops and changes.
- I. Understand and carry out oral and written directions.
- J. Exercise discretion over confidential information.
- K. Works well with the public.
- L. Read, analyze and interpret financial data and financial statements.
- M. Intermediate proficiency in Microsoft Office Suite with an emphasis on Excel, Word and Access.
- N. Ability to understand Federal and State grant procedures
- O. Ability to work effectively as a member of a team

QUALIFICATIONS:

- A. Associate degree in Accounting or related field.
- B. 2 years general accounting/financial experience, preference will be given for direct municipal accounting/financial experience.

SUPERVISORY RESPONSIBILITIES:

None.

LANGUAGE SKILLS:

Ability to read and interpret policy manuals, technical manuals, Wisconsin Administrative Codes and City ordinances; ability to read and analyze financial data in varying formats; ability to present facts and make recommendations effectively in written and oral form; ability to prepare and issue reports for use by staff, boards, local officials and the community.

MATHEMATICAL ABILITY:

Ability to add, subtract, multiply, divide, calculate percentages, fractions, decimals, present values, amortization schedules and other debt related calculations; ability to prepare and interpret complex descriptive statistical data and reports; ability to prepare and interpret graphs and formulas.

REASONING ABILITY:

Ability to apply situational reasoning ability by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes hostile environment.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp, reach with hands and arms, talk and hear. Specific vision abilities required by this job include close and distant vision and the ability to focus.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements in operation of computer keyboard, telephone and calculator.

ENVIRONMENTAL ADAPTABILITY:

While performing the duties of this job, the employee is regularly exposed to indoor weather conditions. The noise level in the work environment is usually low to moderate.

FUNCTION OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.