

Job Description

Human Resource Use Only
Position Number: Step/Grade Effective Date: 9/2014

POSITION IDENTIFICATION

Position Title: Accountant

Division: Finance

Status: Full Time, Non-Exempt

Workweek: Monday-Friday (7:30am – 4:30pm)

SUPERVISORY RELATIONSHIPS

Reports to: Finance Director

Directly Supervises: N/A

POSITION PURPOSE

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 DUTIES

- 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. Prepare journal entries as necessary.
- R. Assist with the annual budgeting process
- S. Assists with coverage for Treasurer's Office as needed.
- T. All other duties as assigned.

OTHER DUTIES

Listed here. These are duties you would not consider essential functions

MINIMUM POSITION QUALIFICATIONS

Education: Associate degree in Accounting or related field.

Experience: 2 years general accounting/financial experience, preference will be given for direct municipal accounting/financial experience.

Certifications/Licenses: None

Other Requirements: None

KNOWLEDGE, SKILLS, & 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
- P. 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.

- Q. 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.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

Manual Dexterity: Work requires definite skilled and accurate physical operations requiring some closely coordinated performance.

Physical Effort: Work requires handling average weight materials or equipment, but not for sustained periods.

Working Conditions: Some exposure to definitely disagreeable features.

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.