

# CITY OF WOODLAND PARK JOB DESCRIPTION

**Title:** Accountant  
**Department:** Finance  
**Grade:** 8



**CORE VALUES:** Customer Service, Integrity, Stewardship, Team Building, Respect, Loyalty, Trust

## SUMMARY

The position is responsible for performing technical and professional general accounting work including general ledger account research, preparation of various reconciliations, account analyses and general account reporting. The position requires hands on accounting and financial analysis work, as well as coordination and monitoring of multiple assigned projects with assigned deadlines. Responsible for biweekly payroll and all associated inputting, record keeping, required federal, state and other payroll reports, and payment of payroll taxes, retirement and other payroll-related liabilities.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reconciles bank statements monthly and investigates and resolves any discrepancies. Reports discovered irregularities to supervisor.
2. Reviews and reconciles General Ledger accounts monthly. Reconciles asset and liability G/L accounts monthly, documenting reconciling items. Reviews and analyzes revenue and expenditure G/L accounts for reasonableness, completeness, correct allocation, and accuracy. Prepares journal entries to correct coding errors and reports irregularities to supervisor.
3. Prepares necessary journal entries stemming from electronic transactions, bank statements, corrections, month-end close, or as directed by supervisor.
4. Maintains and updates capital asset records including additions, deletions, transfers, depreciation, verification and preparation for annual audit and reporting.
5. Processes and performs data entry of bi-weekly payroll for City employees, including related deposits and payments. Ensures accuracy of payroll data.
6. Completes and files with appropriate agency required payroll reports including W2s, 941s, unemployment, and retirement reports.
7. Ensures proper payroll deductions and city-paid benefits are timely remitted to the appropriate agency.
8. Maintains payroll-related employee leave records.
9. Reconciles payment of insurance premiums to payroll deductions.
10. Ensures and prepares 1099s and other related Accounts Payable reports in a timely manner.
11. Reviews Accounting/Finance Technicians' work for accuracy and completeness, including accounts payable, cash receipts, accounts receivable, and acts as back up when applicable.
12. Maintains and reconciles Finance Department petty cash funds.
13. Prepares, assists departments, or reviews grant applications and grant financial reports.
14. Assists with monitoring budget to actual comparisons, preparing periodic finance reports during the year.
15. Assists with annual budget preparation.
16. Assists with procurement of goods and services for the City, including, developing and writing Requests for Proposals, Requests for Qualifications and Invitations to Bid.

17. Fosters cooperation, a healthy work environment, responsiveness to customers, and continuous improvement within the Finance Department.
18. Able to perform all Accounting Technician job duties – accounts payable, accounts receivable, and cash receipting. Serves as back-up when necessary.
19. Assists with front desk duties and serves as back-up when necessary.
20. Monitors accounting processes for effectiveness and efficiency and offers ideas and suggestions for improvement as necessary.
21. Assists in the development of the Finance department annual and long-range goals and objectives.
22. Assists in records management of Finance department documents.
23. Assists in Finance policy and procedure development.
24. Assists with advising and training other departments in regards to Finance policies and procedures.
25. Completes analysis and reports as requested.
26. Prepares or assists in preparation of year-end financial reports and coordination of the annual audit.
27. Conducts research on various topics and works on special finance-related projects as requested.
28. Keeps abreast of current trends and practices in governmental accounting.

#### **ADDITIONAL RESPONSIBILITIES:**

1. Responds to general public and employee inquiries.
2. Provides support to other Finance staff or other departments as assigned by supervisor.
3. Composes, types, and edits a variety of correspondence, reports and other material requiring judgment as to content, accuracy and completeness.
4. Performs general office tasks including filing, typing, mailings, and copying.
5. Performs related work as assigned by supervisor.

#### **SUPERVISION RECEIVED**

Reports to the Finance Director/Treasurer.

#### **SUPERVISION EXERCISED**

None.

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### Education and Experience

1. A Bachelor's degree from an accredited four-year college or university in Finance, Accounting or a closely related field.
2. Two (2) years of experience in accounting, preferably in the governmental sector.
3. A wide range of accounting experience desired, including payroll, accounts payable, accounts receivable, and cash receipting.

##### Necessary Knowledge, Skills, and Abilities

1. Knowledge of accounting practices and procedures, preferably in governmental sector.
2. Ability to gather and analyze data and prepare reports.
3. Ability to establish and maintain effective working relationships with supervisor, coworkers, and the public.

4. Ability to identify and assist in resolving employee problems. Ability to successfully relate to employees in order to encourage communication and expedite the problem solving process.
5. Ability to successfully respond to inquiries or complaints from employees, vendors, or citizens and the ability to refer such inquiries or complaints to the proper individuals.
6. Ability to follow both verbal and written instructions, and the ability to issue clear concise verbal or written instructions to subordinates and other employees and report operations both verbally or in written form to superiors.
7. Ability to communicate effectively, orally and in writing, with managers, employees, vendors and agencies outside of City government.
8. Ability to establish and maintain effective working relationships with key staff members at all levels of the organization.
9. Ability to work with minimal supervision and specific directions, and the skill to identify potential needs and problems, and the ability to suggest workable solutions.
10. Ability to maintain confidential and sensitive information.
11. Computer proficiency in MS Excel, MS Word, and financial software.
12. Strong analytical skills.
13. Must be detail oriented.
14. Must be bondable.
15. Skill in the operation of listed tools and equipment.

#### **TOOLS AND EQUIPMENT USED**

Personal computer, including operating systems, database, spreadsheet, word processing, and other program specific applications; calculator; phone, copy and fax machine; general office machines, equipment and tools, such as postage meters, pens, pencils, staplers, and binders.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, or walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally stoop or kneel. The employee must frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

#### **WORK ENVIRONMENT**

Work is performed mostly in an office setting. The noise level in the work environment is typical of the modern office, and is generally quiet to moderately noisy.

#### **SELECTION GUIDELINES/ADDITIONAL INFORMATION**

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**EMPLOYEE ACKNOWLEDGEMENT**

I have read and understand this job description.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_