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Accountant

Recruitment #170523-000261-001

Department	Revenue & Finance
Open Date	10/20/2017 5:00:00 PM
Filing Deadline	11/3/2017 11:59:00 PM
Salary	\$23.56 - \$35.27/hour; \$4,083.73 - \$6,113.47/month; \$49,004.80 - \$73,361.60/year
Employment Type	Full-Time
Type of Recruitment	Open

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INTRODUCTION

Full-Time Benefits: Health, vision, dental, and life insurance; annual and sick leave; paid holidays; pension and tax-deferred compensation (457) plans; and more.

NATURE OF WORK

Employees are responsible for performing a variety of professional accounting tasks of average difficulty. Employees are expected to apply previously acquired knowledge of principles, practices, and methods of accounting to a full range of professional activities following a brief orientation to the municipal accounting system. Tasks require the exercise of reasonable initiative and independent judgment and include participation in design, review, and revision of accounting systems, preparation of financial statements and reports, and analysis and interpretation of fiscal records. Under general supervision, employees perform such technical tasks as organizing, maintaining, processing, and reviewing financial transaction records within existing accounting systems. Professional accounting knowledge and ability are necessary as employees participate in the development, analysis, and improvement of basic design elements of accounting systems. Work is reviewed through conferences, reports submitted, and internal and independent audits.

EXAMPLES OF DUTIES

Participates in the design, implementation, and maintenance of accounting systems; develops test data for use in trials of new or revised systems; reviews current accounting practices, procedures, controls and systems, and develops recommendations for

improved effectiveness and efficiency; monitors and evaluates accounting efficiency, systems of internal control, and records maintenance activities.

Gathers, records, organizes, analyzes, interprets, and distributes financial data; processes and/or reviews reports, transaction documents, and other financial data for accuracy, completeness, and conformance to accepted accounting practices; prepares regular and special financial reports and summaries; compiles work sheets and schedules for use by auditors; ensures that funds are available and provides for timely payments.

Performs specialized accounting tasks for particular federal grants; establishes and maintains records keeping and processing systems for the receipt and disbursement of federal funds; monitors accounting systems and activities of program operators to ensure conformance to applicable municipal and federal requirements; participates in the preparation of fiscal reports to federal agencies.

Performs specialized accounting tasks in such areas as general ledger and work order systems, including responsibility for establishing and maintaining records keeping and processing systems; participates in the revision of such systems, working with user departments to adapt them to particular needs; balances general ledger transactions and coordinates with personnel in other central accounting areas to facilitate any necessary corrections.

Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

Working knowledge of: principles, accepted practices, and methods of accounting; data processing capabilities and applications to accounting; governmental accounting principles and procedures; laws, rules, and regulations applicable to municipal governmental accounting.

Ability to: identify accounting system deficiencies and develop system improvements in accordance with generally accepted accounting principles; analyze and interpret fiscal records and prepare accurate and complete financial statements, summaries, and reports; maintain accurate and complete technical operating records; prepare oral and written reports and impart them effectively; establish and maintain effective working relationships with user departments, other employees and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree in accounting or a closely related field, preferably with one (1) year of professional accounting experience.

LICENSES OR CERTIFICATIONS

Possession of a valid drivers license may be required.

EXAMINATION

Evaluation of education and experience. Drug testing is included in all pre-employment processing.

CONCLUSION

HELPFUL HINTS FOR COMPLETING YOUR APPLICATION: Please register before you begin the application process. This will enable you to view and re-use information from previously submitted applications to complete and submit any future applications. Please make certain your application is complete and the information you provide clearly demonstrates that you possess the minimum job qualifications as stated in the job announcement. Resumes can be submitted in support of an application, but not in lieu of an application. Resumes and copies of certifications or other required documents may be attached to your online application.

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