ACCOUNTANT

DEFINITION
Under general supervision, performs professional level financial and accounting work in reviewing and analyzing financial transactions.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

JOB TASKS
- Prepares various financial journals, adjusts accounting entries, payment vouchers and financial statements;
- Inputs data into accounting and reporting systems;
- Records financial activities files internal and external reports for Department and/or Division;
- Reconciles Department and/or Division funds and payments; maintains records of receivables and collections.
- Monitors and maintains grants information; analyzes revenues and expenditures for grant programs;
- Completes and submits monthly, quarterly and yearly reports to appropriate agencies or grantors;
- Provides documentation requested by agencies or grantors to support financial figures;
- Updates trustee statements, updates City interest allocation schedules to various funds;
- Communicates grant information specific to area of assignment
- Other related duties as needed.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of generally accepted accounting principles within a municipality, City and Department rules and regulations governing finance and accounting practices, budget monitoring and reporting techniques and of computer hardware, financial software and ten-key machines
- Skilled in analyzing financial data, preparing financial reports and statements, providing and following instructions, and in establishing and maintaining positive productive working relationships with all levels of staff;
- Ability to effectively communicate verbally and in writing w/ all levels of staff and to perform essential duties with or without immediate supervision
- Proficient in the use of a personal computer and other electronic devices to include MS Office and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor degree from a four year accredited college or university in Finance, Accounting, Business Administration or related field, AND two (2) years of professional experience in a public sector/municipal finance business environment.