

City of Baldwin City, Kansas – JOB DESCRIPTION

Accountant

Department: Administrative Services
Reports To: Finance Director
FLSA Status: Non-exempt (eligible for overtime pay)

POSITION SUMMARY

Under the supervision of the Finance Director, the Accountant is a non-exempt position under FLSA. This position is responsible for the accounts payable process of the City and assisting the Finance Director with a variety of daily accounting activities. This role also serves as an auditor, ensuring that invoices are accurate and that proper accounting procedures are followed for the purchasing and payment of goods and services, and assisting with citizen inquiries regarding City services. This employee should possess excellent accounting, organizational, public relations, and communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process claims and invoices for payment and verification of proper account coding.
- Prepares and posts purchase orders with appropriate documentation.
- Prepares the Scheduled Claims List for the City Council.
- Prepares periodic utility, financial, statistical or operational reports as assigned.
- Prepares checks for payment after review of account coding and proper approval(s);
- Balances cash on hand against receipts daily, prepare and balance deposits and update reports of accounts, examine receipts for accuracy and completeness, and prepare deposit slips;
- Prepares monthly general ledger journal entries;
- Performs monthly bank reconciliations;
- Prepares and distributes monthly Department Financial Reports;
- Performs special projects as assigned by the Finance Director;
- Prepares and files monthly state sales tax returns;
- Prepares invoices and maintains accounts receivable records for miscellaneous items;
- Assists Finance Director with adjusting errors and resolving customer complaints;
- Assists Finance Director in establishing and maintaining internal control procedures;
- Facilitates recordkeeping for FEMA incidents as required;
- Assists with citizen inquiries and concerns regarding City services;
- Serves as a back-up customer service/utility billing clerk, including receipting of utility payments and various other payments;
- Analyzes vendor accounts and negotiates extended terms with vendors when cash is restricted. Assists in monthly closings;
- Assists with special projects as necessary;
- Bills certain accounts receivable;
- Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of the City;
- Completes research of payments and invoices to determine appropriateness;
- Complies with the state in reporting and paying sales tax and compensating use tax;
- Conducts or coordinates audits of company accounts and financial transactions to ensure compliance with state and federal requirements and statutes;
- Follows state sales tax regulations when paying vendors;
- Maintains and updates filing, mailing, database systems, and records, either manually or using a computer to update vendor information, accounts payable data, determining balances owed, and duplicating invoices;
- Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards;
- Makes daily bank deposit;

- Prepares 1099-MISC documents annually and mail to vendors;
- Prepares and files annual reports related to accounts payable, i.e. forms 1099 and 1096, etc.;
- Prepares invoices to other agencies for shared expenses;
- Types, copies, distributes and files correspondence, memos, reports and records;
- Uses software to enter and produce correspondence, reports, tables, and financial schedules;
- Verifies payments and matches receipt;
- Works with other departments to ensure efficient and effective service delivery.

MARGINAL FUNCTIONS

- Assists other departments as needed;
- Answers the telephone and field questions, concerns, and complaints from the general public;
- Performs other duties as necessary or assigned.

CERTIFICATIONS, LICENSES, REGISTRATIONS

- Bondable.
- Notary public.
- Must be insurable by City's insurance carrier.

POSITION REQUIREMENTS

Minimum Required Experience: Two to three years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

Minimum Required Education: High school diploma or General Education Development (G.E.D.).

POSITION PREFERENCES

Preferred Experience: Four to five years related experience and/or training.

Preferred Education: Associate's degree from a college or technical school; or equivalent combination of education and experience. Accounting is preferred.

Knowledge, Skills and Abilities:

- Ability to follow department policies and procedures, concentrate on tasks in the presence of distractions, prepare reports, type with speed and accuracy, count change correctly, and interpret written instructions and other documents.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets and databases.
- Ability to operate office equipment such as photocopiers and scanners, facsimile machines, voice mail systems, and computers.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work with and get along with others.
- Ability to carry out duties reliably and predictably.
- Knowledge of accounting principles and practices and accounts-payable practices.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of financial management.
- Skill in error free input of numbers and data.
- Skill in proofing own documents.

- Skill in organizational, public relations, and oral and written communication.

Problem Solving: This position requires independent problem-solving. This employee encounters problems with errors in payroll, reporting, financial processing, and transaction balances, as well as citizen concerns and complaints.

Decision Making: This position requires independent decision-making. The employee makes decisions about correcting errors, prioritizing daily work assignments, resolving citizen concerns and complaints, and performing daily duties in the most efficient manner.

Supervision: This position is under the general supervision of the Finance Director. This employee does not exercise any supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for department resources and equipment, and is required to be bonded. This employee does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel is expected, as well as frequent contact with the organization's chief administrator and governing body.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position.

Physical Requirements: The physical demands described here 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.

Physical activity associated with working in an office setting is required to perform the daily duties of this position. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.

Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.

SIGNATURE AND APPROVAL:

Employee: _____ Date: _____

Department Head: _____ Date: _____

City Administrator: _____ Date: _____