Job Description

Job Title:	Accountant I	Classification:	Classified
Department:	Finance	Grade:	21
Occupational Group:	Financial	FLSA:	Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; responsible for the vacant lot and lot transfer programs; maintains the land bank and the fixed asset system for the City. Prepares various financial reconciliations. Assists with the annual external audit.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Maintains City-owned land bank.
2. Oversees sale of surplus city property and helps ensure city-owned lots are maintained during ownership.
3. Assists the legal department with special tax bill lien processing and title cleanup as necessary.
4. Oversees County land transfer program.
5. Maintains fixed asset records and reconciles asset listings to general ledger. Ensures fixed assets are properly tagged and tracked. Calculates depreciation expense, records entries, and maintains accumulated depreciation records.
6. Performs various reconciliations and audits of credit cards, procurement cards, city travel, council travel, cigarette tax and other outside reimbursements.
7. Performs account reconciliations and reviews.
8. Prepares journal entries as required.
9. Performs special financial projects.
10. Contributes effectively to the Finance Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Assists Accounting Specialists by serving as back-up as needed.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Accounting, bookkeeping, and payroll practices and principles; City policies and procedures; generally accepted accounting principles and budgeting practices; Microsoft Office Suite.

Skill in: Verbal and written communication with co-workers, City staff, and citizens; maintaining and reconciling accounting and financial records; interpersonal skills to successfully develop positive intergovernmental and employee relationships; excellent customer service and resolving conflict and

complaints; computer programs (including Microsoft Excel) and related financial software; generating reports; preparing spreadsheets and generating correspondence; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Accounting is required.

Experience: Experience in governmental accounting preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Certified Public Accountant (CPA) or related certifications are preferred, but not required.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2023	Type of Change: Update essential functions
Revision details: Finance Department Reorganization	