# Job Description

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| Job Title: | Accountant | Classification: | Classified |
| Department: | Finance | Grade: | 310 |
| Occupational Group: | Financial | FLSA: | Exempt |
| Status: | Full-Time | Supervisory: | Yes |

## Primary Purpose

Under general supervision; responsible for the day-to-day accounting for the City. Performs monthly balancing of general ledger accounts, bank statement reconciliation, and reconciliation of balance sheet accounts. Prepares various financial reports; prepares grant reimbursements for the City; maintains the fixed asset system for the City. 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. Performs monthly balancing of general ledger accounts, bank statement reconciliation, and reconciliation and analysis of balance sheet accounts.
2. Coordinates the monthly closing of the accounting system. Coordinates journal entries for accuracy and appropriateness ensuring adequate documentation provided for each entry prior to updating the ledger. Responds to needs and requests made by departments. Reviews and evaluates accounting system reports and records to ensure financial transactions are processed in accordance with generally accepted accounting principles.
3. Prepares various financial reports such as 941's, W-2's, and 1099's. Ensures compliance, recordkeeping, accuracy of payments, and approves reports prior to issuance or submission are within guidelines.
4. Assists the Director with the preparation of the Comprehensive Annual Financial Report (Annual Audit); prepares related analysis of the annual financial information presented; responds to external audit staff as needed.
5. Prepares City grant reimbursement requests. Ensures compliance with various granting agencies. Assists departments with grants as needed.
6. 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.
7. 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:** Two years' 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.

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| Revision Date: 11/01/2021 | Type of Change: Update position and job title |
| Revision details: City-wide job description revision and updates; job title change from Senior Accountant. | |