



## City of Greenfield

### ACCOUNTANT

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Job Title:	Accountant
Department:	Finance
Reports To:	Assistant Administrative Services Director
Employee Type:	Fulltime
FLSA Status:	Non-Exempt
Effective Date:	07.2015

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#### **DEFINITION:**

The fundamental reason this classification exists is to perform professional accounting and budgetary work involving maintenance of the fiscal records and systems of the City: Daily cash balancing and deposit preparation, the review of source documents used for accounting, the maintenance of ledgers, registers or other records of initial entry, the maintenance of control accounts, and the preparation of periodic and special financial reports. Position may also include grants accounting, payroll and benefits accounting, assisting with labor negotiations, and providing fiscal administrative support in the preparation, analysis and monitoring of the City budget. An Accountant performs technical work in the maintenance of fiscal records, applying professional accounting principles and methods in duties that include: analysis and evaluation of financial records; preparation of factual and analytical statements and reports; providing exceptional customer service to the public, other City staff members, and members of the City Council and Finance Advisory Board; providing professional and administrative assistance to the Director of Administrative Services and to other City management.

#### **ESSENTIAL FUNCTIONS:**

The following duties and functions are normal for this position. The omission of specific statements of the duties/functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the organization.

- Performs a wide variety of accounting and administrative tasks such as reviewing documents for accounting purposes, maintaining ledgers, recording journal entries
- participating in the budget process, assisting in the payroll process, assisting with labor negotiation activities, and assisting with benefits administration



## City of Greenfield

- Collects and analyzes financial data such as source documents used for accounting records of initial entry, control accounts, and financial reports
- Analyzes and evaluates accounting problems
- Prepares reports and statements pertinent to accounting and related data
- Reviews, develops, analyzes, and modifies specific accounting procedures to ensure efficiency and accuracy
- Identifies and records capital outlay expenditures
- Prepares fiscal reports for Federal and/or State grants; assists city staff in monitoring and reporting grants and answers questions regarding grant revenues and expenditures
- Reviews and reconciles checking accounts maintained by the City
- Research expenditure and revenue entries for reclassification or correction
- Compiles and records statistical information, and creates periodic statistical reports
- Prepares, examines, or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Ensures that established chart of accounts is followed and assigns entries to proper accounts
- Maintains project numbers for project accounting purposes
- Maintains fixed assets list
- Develops implements, modifies, and documents record-keeping and accounting systems, making use of current computer technology
- Develops, maintains, and analyzes budgets, preparing periodic reports that compare budgeted costs to actual costs
- Maintains regular and reliable attendance
- Develops, maintains and modifies simple to complex spreadsheet applications effectively, using a personal computer
- Ensures that all physical documentation of financial records is maintained in an orderly manner
- Demonstrates superior, seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity
- Other related work and special projects as assigned



## City of Greenfield

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

#### Knowledge of

Accounting theory, principles, and practices and its application to various accounting transactions and problems, especially with regard to fund governmental accounting, to include:

- Methods, procedures, and terminology used in professional governmental accounting
- Principles and practices of governmental accounting
- Generally Accepted Accounting Principles
- Analysis of complex financial statements and reports
- Financial and statistical record-keeping techniques
- Preparation of financial statements and comprehensive accounting reports
- Budgeting practices regarding preparation monitoring and control
- Research and statistical evaluation techniques
- Intermediate to advanced quantitative analysis techniques
- Applicable laws, codes, regulations, policies, and procedures
- Effective oral and written communication and interpersonal skills

#### Skills / Abilities

- Accurately performs professional governmental accounting and budgetary work involved in preparing, analyzing, auditing, reconciling and maintaining financial records and reports
- Prepares, analyzes, and monitors budgets
- Reconciles various fiscal statements to assure accurate fund accounting as assigned
- Interprets, applies, and explains rules, regulations, policies and procedures
- Establishes and maintains cooperative and effective working relationships with others
- Meets schedules and timelines
- Communicates orally and in writing with other employees and with the public – in face-to-face, one-on-one settings or using a telephone or email – in a courteous, effective manner
- Makes mathematical calculations accurately and rapidly
- Produces effective quantitative analysis, using Excel spreadsheet formula, charting, and data tools
- Produces clear and accurate documents and reports using proper business English sentence structure, grammar, and punctuation



## City of Greenfield

- Comprehends and makes inferences from material written in the English language;
- Observes, compares, and/or monitors data to determine the accuracy of financial records
- Analyzes and evaluates accounting problems and prepares reports and statements pertinent to accounting and related data
- Uses a 10-key adding machine and keyboard with 10-key by touch
- Operates standard office equipment, including a computer and assigned software
- Enters data or information into a terminal, PC, or other keyboard device to utilize the Microsoft Office Suite
- Possesses keen attention to detail while maintaining an ability to “see the big picture”
- Works cooperatively with other City employees and the public
- Remains in a sitting position for long periods of time
- Works safely without presenting a direct threat to self or others

### **ADDITIONAL REQUIREMENTS:**

May require the performance of other essential and marginal functions.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Graduation from an accredited four-year college or university, with a bachelor's degree in business administration, accounting or a related field, with 12 semester units or 18 quarter units of financial and managerial accounting coursework completed at an accredited four-year college or university, and two years accounting experience. Other combinations of experience that meet the minimum requirements may be substituted, at the discretion of the City, *except for the required accounting coursework*. Experience with fund governmental accounting is preferred.