

ACCOUNTANT

General Statement of Duties

Performs responsible professional work in the maintenance and preparation of financial records for the town.

Distinguishing Features of the Class

An employee in this class maintains the central accounting system for the town and prepares and assists with the preparation of the annual budget ordinance. Work is performed in accordance with established municipal finance procedures, local ordinances, and the general statutes governing financial operations. Work requires strong management, organization, and accounting skills. Work is performed under the general supervision of the Finance Director and is evaluated through conferences, reports, and independent audit of financial records.

Illustrative Examples of Work

Maintains the town's central accounting system, including new account line items and new funds.

Reviews and analyzes financial statements for accuracy; investigates and resolves discrepancies to accounting records and financial statements.

Prepares, documents and posts to the general ledger all manual journal entries.

Balances and prepares daily cash and check deposits.

Analyzes and posts daily cash receipts and posts to the general ledger.

Prepares and maintains various reports such as the daily central depository report, the monthly investment summary report, rent on town property summary, and bond summary.

Audits accounts payable; analyzes cash disbursement for encumbrances, liquidations, accounts payable and payroll disbursements for accuracy; posts to the general ledger.

Prepares weekly ad-valorem tax collections summary report and wire/transfer summary report.

Maintains the fixed asset program for the town; sets up parameters and system codes; reviews capital assets that are added; posts capital asset transfers, retirements and adjustments; prepares year end schedules required by the independent auditors.

Reconciles monthly bank statements for various accounts.

Researches and prepares required budget amendments; prepares budget worksheets; posts approved budget ordinances and budget amendments to the town's budget program.

Assists the finance Director and Town Manager in the annual budget preparation; provides budget projections and historical revenue estimates.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires thorough knowledge of the theory, principles, methods and practices of accounting.

Work requires thorough knowledge of the laws, ordinances and regulations governing municipal financial matters.

Work requires thorough knowledge of modern office methods, practices and equipment.

Employee must have the ability to prepare complex financial reports and records.

Employee must have the ability to prepare informative financial reports.

Employee must have the ability to establish and maintain effective working relationships with others.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force to move objects.

Worker must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, take transcription, operate a computer terminal, and read extensively.

Desirable Education and Experience

Bachelor's degree in accounting or a related field and some experience in public sector accounting.

Fair Labor Standards Act (FLSA) Status

Exempt

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