

## **Job Description**

This is a non-supervisory position requiring both independent thinking and professional judgment. The Finance Department, in all accounting and financial functions, is committed to managing the City's resources in an efficient, effective, and transparent manner. This requires that an ideal Finance Director candidate to possess a high degree of organizational skills, self-discipline, responsibility, and personal integrity.

### **General Purpose:**

The purpose of this position is to perform a variety of accounting responsibilities, on behalf of the City, including the preparation, maintenance, and processing of Fund Accounting records and transactions, for example, accounts receivable, accounts payable, and the general ledger. In addition to reconciling and maintaining accounting records, various clerical and administrative responsibilities will be required. These tasks will require a medium level of proficiency in computer applications, such as Microsoft Excel and Microsoft Word.

## **Job Requirements**

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of general accounting principles and specific payroll practices
- Knowledge of bookkeeping theories and practice
- Ability to learn accounting and payroll software
- Ability to perform with accuracy relating to numbers and details
- Ability to understand and follow regulations of law
- Ability to process financial reports and bi-weekly and monthly payroll with accuracy while also assuring timely processing of information to assure payroll and other related deadlines are met

### **EXAMPLES OF SOME OF THE DUTIES:**

*This list is illustrative and is not a comprehensive list of all functions and duties performed by employee in this position.*

- Full Cycle Accounts Payable Processing
- Full Cycle Payroll Processing

- Bank Reconciliations
- General Ledger
- Oversees and participates in the preparation of the annual operating budget
- Assists in annual audit.
- Grants

#### EDUCATION AND EXPERIENCE:

- Associate's degree in Accounting, Business or related field with 2 years' hands-on payroll processing and accounting department experience preferred; requires a working knowledge of general accounting principles; OR
- High School graduation or its equivalent with 5 years' experience in payroll, accounting, and/or bookkeeping and a working knowledge of general accounting principles
- Must possess a valid Class "C" driver's license prior to employment
- Advance proficiency in Microsoft Office