



## **GRIMES FINANCE DEPARTMENT SEEKS STAFF ACCOUNTANT**

The City of Grimes seeks a full time Staff Accountant to fill a newly formed position to perform essential accounts payable functions and help define the future of a busy and growing Finance Department in one of the fastest growing cities in Iowa. The duties of this role center on administering accounts payable functions, including managing and implementing payables processes, processing payables, maintaining vendor information, issuing annual 1099s, and preparing regular claims lists for City Council approval. The Staff Accountant will also prepare necessary financial reports, administer awarded grants, and help develop new policies or objectives to drive the Finance Department forward.

Ideal candidates will have a bachelor's degree in accounting, public administration, or business administration and general or basic knowledge of the principles of municipal government accounting. Starting pay ranges from \$69,166 - \$75,364.25, depending upon qualifications and experience.

Please complete job application found at the Grimes website:

<https://www.grimesiowa.gov/OurCommunity/HumanResources/JobOpenings.aspx>

### **Special Requirements**

A post-offer background check is required. For consideration, submit: (1) a completed application, (2) resume, and (3) cover letter via email to Tammy Johnson at [tjohnson@grimesiowa.gov](mailto:tjohnson@grimesiowa.gov), or to the Human Resources Department in the Grimes Community Center at 410 SE Main, Grimes IA 50111, Room 202. Materials will be reviewed as they are submitted through close of business on **May 29, 2022.**



## City of Grimes Job Description

### A. Position Title Location

Staff Accountant	Grimes City Hall
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### B. Job Specifications

<input checked="" type="checkbox"/> <b>Regular, Full-Time</b>	<input type="checkbox"/> <b>Part-Time</b>	<input type="checkbox"/> <b>Seasonal, From:</b> <a href="#">Click here to enter text.</a>
<b>Department:</b>	Department 80 Administration	<b>To:</b> <a href="#">Click here to enter text.</a>
<b>Reports to:</b>	Finance Director	<b>Bargaining Unit:</b> N/A
<b>Post Offer Testing:</b>	<a href="#">Click here to enter text.</a>	<b>FLSA:</b> Exempt
<b>Civil Service:</b>	N/A	<b>Hourly/Monthly Pay:</b> \$69,166 - \$89,999

### C. Job Description Summary

Under the general supervision of the Finance Director, the Staff Accountant performs traditional accounting functions in the Finance Department, including preparing legally required and other regular reports, monthly bank reconciliations, and journal entries. The Staff Accountant also performs the accounts payable functions for the finance department, including preparing the claims list for regular Council approval.

### D. Routine Job Duties/Responsibilities

<p><i>Description of Duty: Do not include if less than 5% of time unless essential. Be specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.</i></p>
Prepares Treasurer's reports and performs regular required financial reporting, monthly bank reconciliations, and journal entries.
Coordinates vendor information, maintains vendor files for accounts payable, and prepares annual vendor 1099s.
Performs the accounts payable functions for the finance department, including preparing regular claims list for Council approval.
Prepares Street Finance Report, Annual Financial Report, Annual Budget Certification, Budget Amendments, Urban Renewal Report, and Annual TIF Certification Report for Finance Director's approval and certification.
Assists Finance Director with developing and managing Vehicle and Equipment Replacement Program and verification of asset disposition request information.
Assists departments with any grant applications and performs any necessary grant administration to comply with requirements for grants awarded.
Serve as backup for employee payroll process, including preparing and distributing payroll, payments for federal and state payroll taxes, employee benefit payments, and payments to any other outside agencies regarding payroll deductions.
Works closely with staff in other departments in utilizing designated financial software programs for budget tracking and account coding.
Assist with external audit preparation and reports recommending and implementing internal audit procedures.
Performs other duties and responsibilities as assigned.

### E. Periodic Job Duties/Responsibilities

Attends meetings and represents the City and the City's Finance department in such community and regional meetings as may be identified in furthering the City's objectives.

#### F. Qualifications

<b>Education/Experience:</b>	Bachelor's degree majoring in accounting, public administration, or business administration. Completion of Iowa Municipal Professionals Institute with Finance Officer Certification from Iowa Municipal Finance Officers Association preferred upon hire and required within three years of hire. One to three years' experience of increasing responsibility in municipal government accounting. Any equivalent combination of experience and training providing the requisite knowledge, skills, and abilities to perform the work will be considered.
<b>Skills:</b>	High problem-solving ability, particularly concerning complex, systemic problems, with abilities to identify important dimensions of a problem, determine causes, and articulate alternative viable solutions. Ability to organize and manage multiple projects.
<b>Knowledge</b>	Basic to intermediate knowledge of the materials, methods and practices of municipal finance; developing ability (with oversight) to develop and implement policies and operating procedures; ability to establish and maintain effective working relationships with all internal team members, community leaders, public officials, professional groups, and the general public; ability to develop and lead a professional staff, to stimulate professional growth, to motivate professional effort and innovation, and to achieve a coordinated staff effort.
<b>Licenses/Certifications:</b>	Valid Iowa drivers' license.
<b>Other:</b>	<a href="#">Click here to enter text.</a>

#### G. Working Conditions

<b>Lifting Requirements:</b> <i>(Refer to Glossary of Terms)</i>	Sedentary/light work. Exerts up to 20lbs of force frequently and/or a negligible amount of force constantly to move objects.
<b>Physical Requirements:</b> <i>(Refer to Glossary of Terms)</i>	Work is performed primarily in office setting with periodic field visits involving intermittent physical activity. Sufficient clarity of speech, hearing, vision and other communications capabilities, with or without reasonable accommodation which enables the individual to communicate effectively. Must also possess manual dexterity, with or without reasonable accommodation, to operate a personal computer and associated office tools and equipment.
<b>Safety Hazards:</b> <i>(Refer to Glossary of Terms)</i>	N/A

#### H. Disclaimer

*This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This Job Description is not to be construed as a contract for employment.*

#### I. Pre-Employment Screening

Action Required	Result	Date
<input checked="" type="checkbox"/> <b>Reference Check</b>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<input type="checkbox"/> <b>Credit History</b>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<input checked="" type="checkbox"/> <b>Education/License Credentials</b>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

<input checked="" type="checkbox"/> <b>Criminal Records</b>	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> <b>Employment Verification</b>	Click here to enter text.	Click here to enter text.

### J. Review

<b>Compensation Review/Approval</b>	<b>Date:</b>
<b>City Administrator/Department Director Signature</b>	<b>Date:</b>
<b>Reviewed with Employee by:</b>	<b>Date:</b>
<b>Employee Signature</b>	<b>Date:</b>