



## ACCOUNTANT

The City of Cedar Falls is seeking an Accountant to join the City's Financial Services team. Duties may involve performing a variety of technical and analytical work involved in the administration of the city's accounting operations, auditing, budgeting, capital improvements program (CIP), cash management, capital assets, supply inventory, debt service, grant administration, and personnel management programs. This individual will provide highly responsible technical and administrative assistance to the Director of Finance & Business Operations, Controller/City Treasurer, other FBO and City departmental staff, and external parties related to the above. Duties may also include general supervision over clerical and financial support staff.

Individual will prepare and maintain a variety of accounting and budgeting files, reports and schedules; assist in the preparation of the annual audit, annual budget, capital improvements program (CIP), including work paper preparation; process financial records and preparation of financial statements; assist with the administration of various grants received and reporting requirements; maintenance of City-wide inventory and capital asset systems; perform bookkeeping services for other entities when required; and may perform a variety of technical and analytical activities related to the personnel management services and programs. Candidates must have the ability to operate a comprehensive financial management software program, have knowledge of principles and practices of governmental accounting and regulations governing reporting of municipal government financial activities, have knowledge of grant management and reporting requirements, basic payroll processes and related procedures and regulations including policies related to labor union contracts.

Candidates must have a bachelor's degree from an accredited college/university with major course work in accounting or finance; possession of, or ability to attain status as Certified Public Accountant preferred; the ability to obtain certification as a public finance officer from the Government Finance Officers Association (GFOA); and a minimum of 2 years of increasing responsible experience in accounting, auditing, financial management or related field. Knowledge of governmental accounting preferred. Civil Service testing including a position related questionnaire will be involved for candidates meeting the above minimum qualifications resulting in a certified hiring list. Upon a conditional offer of employment, successful completion of a post-offer, pre-employment background, physical, and drug screen will also be required. A full-time benefit package is available, and salary will be dependent upon candidate qualifications. The expected offer will be in the \$59,500-\$74,000 range.

For consideration, apply online at [www.cedarfalls.com/jobs](http://www.cedarfalls.com/jobs) (preferred) OR obtain an application from the same link (or Cedar Falls City Hall) and complete and forward to [Jobs@cedarfalls.com](mailto:Jobs@cedarfalls.com) or mail/deliver to City of Cedar Falls, Finance & Business Operations—Attn: Accountant, 220 Clay Street, Cedar Falls, IA 50613 by 4:30 p.m. on July 10th. Proof of education, relevant certifications, licensures, etc. are encouraged at the time of application and requested before the hiring list is approved.

Equal Opportunity Employer