



City of Waukee Accountant

SALARY	\$32.26 - \$42.46 Hourly	LOCATION	Waukee, IA
JOB TYPE	Full-Time	JOB NUMBER	2026-00009
DEPARTMENT	Finance	OPENING DATE	02/20/2026
CLOSING DATE	3/10/2026 4:00 PM Central		

JOB PURPOSE

The City of Waukee is looking for an Accountant to perform technical level accounting, forecasting, auditing and financial reporting functions specifically related to governmental accounting.

ESSENTIAL FUNCTIONS & SUCCESS FACTORS

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

- Assists with external annual audit preparation and reports recommending and implementing internal audit procedures.
- Posts daily receipt activities to general ledger.
- Prepares and files the annual street finance report.
- Prepares monthly property tax deposit entries.
- Verifies department/vendor documentation for change orders and pay estimates, and processes payments and signed documentation after Council approval.
- Processes online credit card deposit transactions and ambulance revenues.
- Tracks developer deposits and submits releases for payment as needed.
- Manages the City's fixed asset report for annual audit, budget and insurance purposes assisting with creation and monitoring of vehicle and equipment replacement schedules while verifying asset disposition request information.
- Prepares periodic departmental reports and reconciliations.
- Coordinates and assists with capital project tracking.
- Prepares and issues annual vendor 1099's, reviews purchasing contracts and posts monthly journal entries as needed.
- Prepares work papers for the City's annual financial audit.
- Manages the State Setoff collection process for the City.
- Serves as back-up for other positions in the finance department including utility billing and payroll.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Safeguard confidential information and uses or discloses it only as expressly authorized or specifically required in the course of performing specific job duties.
- Take action in solving problems while exhibiting judgment and a systematic approach to decision making; identify the important dimensions of a problem, determine potential causes, obtain relevant information and specify alternate solutions that result in effectiveness.

- Knowledge of municipal, state and federal codes, laws and ordinances as related to finance and generally accepted accounting principles.
- Able to react to a work environment that will change day to day requiring quick departure, and reorganization of one's schedule.
- Perform in a self-directed manner.
- Ability to analyze accounts and transactions for discrepancies and effect on financial reports.
- Ability to compile information and to prepare reports.
- Demonstrate sound time-management skills by effectively or efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Attentive to the City's standards for customer service, accuracy, quality, efficiency and all City policies and procedures ensuring that all work meets those standards.
- Continually seeks and accepts opportunities for personal and professional growth.

QUALIFICATIONS

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- Bachelor's degree in accounting, financial management or closely related field.
- Two (2) years related work experience.
- Experience with governmental accounting, fixed asset and capital project accounting processes are strongly preferred.
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is required to speak, hear and see in order to share information, receive instructions and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 25 pounds.

WORKING CONDITIONS:

- Climate controlled office with hazards typical to that environment.
- Position requires travel within and outside of the City which imposes common travel hazards.
- Standard work hours are Monday – Friday 8:00 AM – 5:00 PM with additional evening and weekend hours as required.
- There is no residency requirement for this position.

Employer

City of Waukee

Address

236 W. Hickman Rd

Waukee, Iowa, 50263

Website

<https://www.waukee.org/>

Accountant Supplemental Questionnaire