

Accounting & Operations Analyst

Marion Water Department

Reports to: General Manager

FLSA Status: Non-Exempt

Deadline: October 23rd, 2026

Salary: \$70,000-\$85,000 DOE

<https://cityofmarion.bamboohr.com/careers>

Job Summary

Under the general direction of the General Manager, the Accounting & Operations Analyst performs the Marion Water Department's accounting, payroll, and benefits administration functions. This position maintains accurate financial records, prepares financial and regulatory reports, supports budgeting and audit activities, and coordinates department business software and related processes. The Analyst works collaboratively with the City's Payroll and Finance Department to configure systems and processes to meet the Water Department's operational and reporting needs. The position also collaborates with management and staff to ensure accuracy, compliance, and efficient department operations. This position is non-exempt, with a standard work schedule aligned with the Marion Water Department's business hours of 7:30 a.m.–4:00 p.m.

Essential Job Duties/Work Performed

- **Accounting and financial reporting:** Maintain the general ledger; prepare and process journal entries; reconcile bank accounts and balance sheet accounts; and prepare monthly and year-end financial reports.
- **Accounts payable and cash management:** Review accounts payable for proper account coding, capital asset classification, and accruals; monitor cash flow and bank transfers; reconcile and coordinate remittances to the City; and process check voids as needed.
- **Budgeting and financial analysis:** Assist with budget preparation and implementation, monitor revenues and expenditures, analyze variances and trends, and support utility rate forecasting and reporting.
- **Payroll administration:** Process payroll, reconcile payroll liabilities, remit employee withholding and employer contributions, and prepare quarterly reports, annual W-2s, and other required payroll filings.
- **Human resources and benefits:** Administer employee benefit and wellness programs, maintain authorized personnel and benefits records, prepare employee benefit communications, coordinate interviews and employee onboarding, and assist the General Manager with personnel policy updates and HR compliance.
- **Tax and regulatory reporting:** Prepare and submit applicable sales and excise tax reports, vendor 1099s, ACA reporting, and other required filings; obtain and maintain vendor tax documentation.
- **Capital assets and audits:** Maintain capital asset and depreciation records, compile supporting documentation, and assist with financial, IPERS, and workers' compensation audits.
- **Business systems coordination:** Coordinate ERP, payroll, HR, and related software setup, permissions, updates, testing, integrations, and support cases; collaborate with staff and vendors on meter-reading and utility billing system needs.

- **Data and process improvement:** Compile and analyze financial and operational data, communicate findings to management, maintain forms and procedures, and recommend improvements to accuracy and efficiency.
- **Cross-Functional Collaboration:** Serve as the Water Department's primary liaison with the City of Marion's Payroll and Finance Department, external auditors, and department staff to coordinate accounting and financial reporting, support audits and annual benefits open enrollment, and configure payroll systems and processes to meet department needs.
- **Confidentiality and Personnel Records:** Maintain strict confidentiality of sensitive payroll, compensation, and employee benefits information accessed or processed in the course of assigned duties.
- Participates as needed in special department projects as assigned.

Education/Experience

- **Bachelor's degree** in accounting, Finance, Public Administration, or a closely related field, preferred.
- 3 to 5 years of progressive corporate accounting, municipal finance, and/or business systems administration. Experience inside a public utility department preferred but not required.

Required Knowledge, Abilities, and Skills

- Knowledge of accounting principles, general ledger maintenance, reconciliations, and financial reporting.
- Knowledge of payroll processing, tax reporting, employee benefits, and applicable HR requirements.
- Strong Excel skills and proficiency with ERP systems (e.g., Tyler Technologies, SAP, Oracle)
- Ability to analyze financial data, monitor budgets, identify discrepancies, and recommend improvements.
- Ability to maintain accurate records and handle confidential information with discretion.
- Strong organizational skills, attention to detail, and ability to meet recurring deadlines.
- Effective communication, sound judgment, and ability to work independently and collaboratively.
- Well-developed interpersonal and communication skills
- Ability to occasionally lift objects up to 50 lbs.

Required Background Checks

- Employment background check.
- Financial background screening to confirm eligibility for employee fidelity bond coverage, as required by the Department's insurance carrier.