

CERTIFIED SENIOR STAFF ACCOUNTANT

GENERAL DESCRIPTION: Performs responsible professional accounting work in the maintenance and review of fiscal records. Performs data entry and other duties relative to tax collections, utilities, and accounting procedures. Under the direct supervision of the Town Recorder, this employee supervises data entry and revenue collection operations of the Town. Coordinates the activities of water department staff and day to day operations which require a degree of independence.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assumes responsibility of operations of office in absence of Recorder;
- Prepares bills and delinquent notices on accounts receivable, including property tax receivables;
- Assists in reconciliation of deposits and bank statements;
- Assists in preparing and entering monthly journal entries;
- Assists in maintenance of fixed asset records;
- Assists with documentation of grants received and disbursement of grant funds;
- Assists with deposits and record keeping of Wetlands Water Park;
- Assists in daily close out of cash register and preparation of deposits for Recorder's Office;
- Assists with preparation of budget and audit;
- Assists in training of office staff;
- Operates computer used in the Town's accounting system;
- Assists in maintenance and monthly reconciliation of Special Revenue Accounts;
- Assists in maintaining Town Ordinance records;
- Assists in payroll preparation and maintenance of personnel files;
- Assists in reconciling complaints;
- Prepares monthly reports for approval of the Recorder;
- Prepares monthly retirement report for approval of recorder;
- Prepares monthly reports and bank reconciliations as directed by the Recorder;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of professional accounting methods used in keeping financial accounts and records; proficient in the use of Excel software; ability to meet deadlines; ability to take initiative and follow through with assigned and self-appointed tasks; ability to establish effective working relationships with fellow employees, officials and the general public; ability to county large sums of money; ability to work for extended periods sitting at a work station or desk.

ACCEPTABLE EXPERIENCE AND TRAINING: A Certified Public Accountant is preferred; however, a bachelor's degree from an accredited college or university in accounting or closely related field, with a Certified Municipal Finance Officer certification and a minimum of three years of full-time experience in accounting or finance is acceptable. Employees in this class must, at a minimum, be a Certified Municipal Finance Officer. If not certified at the time of appointment, the employee will have one year to obtain certification.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employee in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignment, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 lb.); manual dexterity required in the use of fingers, limbs, or body for the efficient use of office equipment such as keyboards, facsimile machines, etc.; Task may involve sitting for extended periods of time while at work station, keyboard, or desk.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Sensory Requirements: Task requires sound perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 14
Exempt
August 09, 2021