

STAFF ACCOUNTANT

FLSA Classification: Exempt

General Statement of Duties: Performs intermediate professional accounting work in the maintenance and review of fiscal records; performs related work as required.

Distinguishing Features of the Class: An employee in this class maintains complex fiscal records of Town assets, liabilities, revenues and expenses, applying professional accounting principles and methods. This work encompasses a broad scope of duties and independence of action in the solution of more difficult professional accounting problems. The work in this class involves responsibility for preparing various analyses, accounting record adjustments and management reports. The Staff Accountant reports to the Finance Director.

Essential Functions of Position:

- Reconciles bank accounts to the general ledger;
- Reconciles property tax receivable to subsidiary ledger;
- Coordinates quarterly delinquent property tax billing;
- Posts monthly utility billing packet;
- Reconciles utility receivables to aging and subsidiary ledger;
- Reconciles balance sheet accounts and maintains files (notebooks) for auditors;
- Reviews daily revenue coding for accuracy;
- Reviews daily cash reporting and close-out for accuracy;
- Assist departments with implementation of cash collection and reporting internal controls;
- Reviews expenditures coding (purchase orders and payment documents) for accuracy;
- Assists with tracking and reporting for grants;
- Assists with tracking and reporting on capital spending;
- Assists with fixed asset tracking (additions, disposals, etc.) and inventories;
- Assists with tracking of bonds payable and preparation of debt service schedules;
- Assists with preparation of monthly financial statements;
- Assists departments and Finance Director with operating budget preparation;
- Provides monthly expenditure reports to departments;
- Prepares monthly sales tax returns and remits collections;
- Calculates and prepares unclaimed property reporting;
- Prepares and enters general journal entries;
- Assist with development of financial policies and procedures;

Required Knowledge, Skills and Abilities: Thorough knowledge of the principles and practices of professional governmental accounting; thorough knowledge of accounting methods used in maintaining financial accounts and records; proficient in use of Excel software; ability to meet deadlines; ability to take initiative; ability to follow through on assigned and self-appointed tasks; ability to establish effective working relationships with fellow employees, officials and the general public; ability to work extended periods of time sitting at a work station or desk; manual dexterity to work efficiently on a computer keyboard.

Acceptable Experience and Training: Graduation from a college or university of recognized standing with a bachelor's degree in accounting and at least 3 years of professional accounting

experience. Certifications are preferred (i.e., Certified Municipal Finance Officer, Certified Public Accountant), but not required.

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. 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.); or minimal dexterity in the use of fingers, limbs or body in the operation of shop or office equipment. Task may involve extended period of time at a keyboard.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions.

Sensory Requirements: 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.