



JOB DESCRIPTION

TITLE: Accountant I / II
DEPARTMENT: Finance
GRADE: 14 /15
FLSA: Non-exempt
EEO DESIGNATION: Professionals
REVISION DATE: 02/21/2017

POSITION SUMMARY

Under the general supervision of the Assistant Finance Director, this position serves as the Assistant City Treasurer. Performs professional accounting duties relating to general ledger account maintenance, accounts receivable, payroll (backup) and auditing.

ESSENTIAL FUNCTIONS:

- Serves as the Assistant City Treasurer.
- Prepares and manages all aspects of accounts receivable (excluding utilities) including but not limited to invoice preparation, delinquent account management and collection activities.
- Monitor and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accuracy.
- Capital asset valuation, disposal and depreciation.
- Analyze revenues and expenditures; recommend amendments to the budget as appropriate.
- Prepare regular and special financial reports.
- Assist in the annual audit and in the preparation of the CAFR.
- Performs a complex monthly reconciliation of the city's main operating bank account.
- Assist in the preparation of the annual budget including the preparation of salary projections and other cost estimates.
- Acts as the designated backup to the payroll function.
- Assist in tracking grant expenditures and preparing grant reports.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Requires a Bachelor's degree from an accredited institution in the field of Accounting, Finance, Business or a related field. Must have a minimum of one year of accounting or business training or experience. May be designated as Accountant II with more than three years of experience in accounting or business training. Municipal experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to learn multiple financial software tools.



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2. General knowledge of accounting theory, Generally Accepted Accounting Principles (GAAP) and practices and its application to a variety of governmental accounting transactions.
3. Ability to gain a comprehensive knowledge of City ordinances, charter provisions, bonded indebtedness requirements and State laws as they pertain to City expenditures and revenues.
4. Knowledge of payroll practices, personnel, tax and payroll laws.
5. General knowledge of modern office management principles, practices and equipment.
6. Collect, organize and analyze complex information and convert it into clear, concise reports, to carry out statistical function: and to apply word processing, spreadsheet and other personal computer applications.
7. Communicate effectively both verbally and in writing, as well as with other city staff and representatives of other organizations to accomplish shared and multi-disciplinary tasks.
8. Establish and maintain effective working relationships with employees, public officials, and the public.
9. Meet expected deadlines, make decisions and take direct, positive action under adverse, stressful and sometimes litigious circumstances.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

This position requires light physical effort. It may include frequent lifting of up to ten (10) pounds and occasional lifting of up to 25 pounds. Some bending, stooping, and/or lifting will be required. Considerable walking may be involved. Ability to sit and type at a computer terminal for extended periods. Time spent outdoors at various development properties and other locations may occur.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.