

JOB DESCRIPTION

Job description statements are intended to describe the general nature and level of work being performed by employee's assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities and skills required.

Job Title: Financial Accountant
Posting Date: 04/13/2021 until filled
Job Summary: This position will perform complex technical accounting work in the preparation and maintenance of accounting records and in the processing of the City's annual budget, accounts payable and/or receivable, assists with coordinating the audit of the City, preparing of financial reports and documents, and performs a variety of other accounting and clerical tasks as assigned.

ESSENTIAL FUNCTIONS:

1. Process, balance and maintain following accounts payable reports: Edits, Journal List, Cash Disbursements, and Check Registers.
2. Performs regular analysis of all funds and general ledger accounts to ensure inactive or dormant accounts are properly removed from the City's accounting system in a systematic and timely manner.
3. Prepare and distribute accounts payable checks, by verifying Federal ID numbers, resolving any contract, invoice and/or payment discrepancies.
4. Prepare necessary reports, accounts payable, i.e., monthly, quarterly, semi-annual, annual, and any miscellaneous in-house.
5. Reconciles the City bank accounts on a monthly rotating basis and establishes funds related or required accounts required.
6. Reconciles investment accounts on a monthly basis and prepares adjusting entries and will perform various accounting functions to include but not limited to reconciliations, journal entries and account analysis in preparation of monthly and year-end closings.
7. Prepare or assist in preparing any reports or returns for year end, including 1099's, and W9's as required by State or Federal agencies.
8. Close and reconcile related accounts in general ledger journal.
9. Designs and maintains automated spreadsheets for analytical and reporting purposes as needed
10. Prepare monthly bills for Council, issue petty cash vouchers and issue any other miscellaneous billings.
11. Handle all issues related to telephone/cell phone, sealed bids, and travel arrangements for city employees.
12. Process and issue business licenses, landfill or building permits, and any other cash receipts, as necessary.
13. Process and maintain claims relating to tort, comp/collision and dwelling and property insurance.
14. Protects the City's value by keeping sensitive information discrete and confidential.
15. Performs all other duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Learn and comply with the methods, policies and procedures of the City pertaining to the specific duties of an Accountant according to GAAP(Generally Accepted Accounting Principles); and be able to apply them to assigned accounting function including, but not limited to accounts payable, account receivable, payroll, fixed asset accounting and financial reporting.
2. Governmental fund accounting.
3. Excel experience is a must, because the employee will have to know how to create Spreadsheets and word processing software (Nicholson).

SKILLS REQUIRED TO PERFORM THE DUTIES OF THE JOB:

1. Must have knowledge of the method, procedures, and policies of the City as they pertain to the performance duties associated with this position or Accountant.
1. Possess planning and organizational abilities, multi-tasking, analytical problem-solving skills, must have the ability to use accounting machine with speed and accuracy.
2. Quality communication and interaction skills when dealing with co-workers and/or public.
3. Highly developed attention to detail, accuracy and sense of discretion and confidentiality when exercising responsibilities to correct any deficiencies that may occur within the department.
4. Operate and maintain a variety of office equipment in preparing reports, correspondence and maintain accurate, up-to-date records in an efficient filing system.
5. Communication and verbal skills a must, as well as must be able to work successfully with a municipal finance team.
6. Work under stressful conditions, react calmly and quickly in emergency situations, and aid fellow employees, as necessary.
7. Learn and utilize new skills and information to improve job performance and efficiency
8. Plan, organize, and prioritize daily assignments and work activities.

EDUCATIONAL REQUIREMENTS:

1. An Associate Degree is preferred with 2+ years of experience with 5+years of experience.
2. Three (3) or more years of experience in Governmental Accounting.
3. Knowledge of all aspects in payroll and accounts payable principals.
4. Knowledge of general ledger, journal entries and other related financial reports.

PHYSICAL REQUIREMENTS: Required to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects, including the human body. Other physical requirements include stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting, fingering, grasping, feeling and repetitive motion, as in routine keyboard operations. *See Safety Manual for detailed responsibilities (It is the responsibility of each employee to comply with established policies, procedure, and safe work practices. Each employee must follow safety training and instruction provided by their supervisor. .*

LICENSING OR OTHER SPECIAL CERTIFICATONS REQUIRED:

1. Valid SC Driver’s License

Title: _____ Date: _____

***American Disabilities Act Compliance:** ADA requires the City of Lake City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*

***An Equal Opportunity Employer:** The City of Lake City is an Equal Employment Opportunity (EEO) employer and provider and does not discriminate on the basis of race, sex, gender, color, religion, age, political affiliation, disability, national origin, genetic information, veteran’s status, sexual orientation, gender identity, citizenship, pregnancy, childbirth, or related medical conditions, including but not limited to, lactation or any other status protected by applicable federal, state, or local law. La Ciudad de Lake City es un Empleador de Igualdad de Oportunidades.*

Received by: _____ Date: _____