

City of Gardner Position Description

ACCOUNTANT

<i>Position Title:</i>	<i>Accountant</i>
<i>Department:</i>	<i>Finance</i>
<i>Reports To:</i>	<i>Fiscal Services Manager</i>
<i>Salary Range:</i>	<i>5</i>
<i>FLSA Status:</i>	<i>Exempt (not eligible for overtime pay)</i>
<i>Last Update:</i>	<i>October 15, 2024</i>

Job Summary:

Under the general direction of the Fiscal Services Manager, the Accountant will assist with the preparation of financial reports and apply accounting skills in assisting with the year end audit as well as processing of accounts payable, accounts receivable, cash receipts, and payroll.

Job Scope:

The Accountant works directly with the accounting system to ensure that all City financial transactions are recorded and reported accurately on a timely basis according to current governmental accounting standards and generally accepted accounting principles. This employee will play a role in the annual audit, the annual financial report, the annual budget book, and the cash management program. Duties are performed with a substantial degree of independence within the framework of prescribed policies and procedures.

Essential Duties and Responsibilities:

- Maintains financial records and prepares statistical and financial reports.
- Prepares, enters, and electronically saves all journal entries and their backup and attaches them in the financial system.
- Updates fund forecast spreadsheets with monthly actuals.
- Assists in the preparation of the budget and various financial forecasts.
- Assists in the preparation of the Annual Comprehensive Financial Report.
- Prepares for and assists with the annual audit.
- Assists in the annual budget process.
- Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.
- Completes special projects as assigned by the Fiscal Services Manager.
- Prepares compensating use tax and sales tax returns and payment distribution.
- Responsible for month end close (including entering and posting journal entries and scanning and attaching backup).
- Prepares and distributes month end utility reports (revenue/consumption reports and income statements).
- Prepares and distributes quarterly Police Department reports (Law Dogs, Law Enforcement Trust Fund, and National Night Out).
- Prepares and maintains accounts receivable transactions.
- Prepares and posts payroll journal entries.
- Consistently monitors processes for ways to improve them through various methods, including automation and improved internal controls.
- Assists and serves as back up to the Accounting Clerk, including the daily deposit and accounts payable processing.
- Assists and serves as back up to the Accountant-Payroll for various nonpayroll-related duties.
- Updates and performs various cash and account reconciliations on a timely basis and resolves any issues.
- Assists other departments with accounting-related needs.
- Performs other related duties as deemed necessary or as required.

Education, Certification and Experience Requirements:

Bachelor's Degree in finance, accounting, public or business administration is required. One year of experience in a local government finance position is preferred or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Experience

City of Gardner Position Description – Accountant
Page 2 of 2

with Central Square software, governmental accounting standards or annual comprehensive financial reporting a plus. Requires the possession of a valid driver's license and a good driving record.

Skills, Knowledge and Abilities:

Knowledge of modern governmental accounting theory, principles, and practices as well as knowledge of internal control procedures and fiscal planning. Ability to prepare and analyze financial reports. Ability to organize and prioritize multiple tasks and to complete the tasks on time. Proficiency in the use of a personal computer. Ability to exercise independent and logical reasoning and judgment when performing work tasks or communicating with others. Ability to communicate clearly and concisely, orally and in writing, and to maintain effective working relationships with superiors, other employees, city elected and appointed officials, and the general public.

Tools and Equipment Used:

Personal computer including word processing and spreadsheet applications; network computer system operating integrated accounting, utility billing and payroll software; telephone; copier; and facsimile.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must lift and/or move up to 20 pounds occasionally. Specific vision abilities required by this job include close vision and the ability to focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works within an office environment. The noise level is usually moderately quiet.

Selection Guidelines:

Formal application, rating of education and experience; and successful completion of oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments may be required.

The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.