

JOB TITLE: Assistant City Accountant

FIN/4

DEPARTMENT: Finance, City of Jonesboro

JOB SUMMARY: This position is responsible for assisting in the accounting operations of the Finance Department.

MAJOR DUTIES:

- o Assists the Finance Director and City Accountant in the administration of the Finance Department.
- o Maintains daily cash balances by fund and advises Finance Director of funds available for investment.
- o Assists with coordination of the budget development process for the city.
- o Monitors reported employee sick leave, vacation, and overtime to determine compliance with annual budget and City regulations; informs Finance Director and City Accountant of excessive overtime or of other problems.
- o Responds to requests for information and provides answers to questions from Finance Department employees, Finance Director, and City Accountant.
- o Coordinates the bid process to insure compliance with state laws and maintains files with all necessary documents for audit
- o Prepares monthly bank account reconciliation for all City bank accounts; balances ending bank statement cash balances to financial statement cash balances.
- o Assists the Finance Director as required in the development of estimated revenues for the annual operating budget.
- o Assists the Finance Director as required in the design and implementation of internal control systems.
- o Coordinates project accounting for the CDBG program with the Grants Coordinator.
- o Performs the duties of the City Collector in his/her absence.
- o Responds as required to issues related to inquiries or information requests from the IRS, courts, or under the Freedom of Information Act.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and Government Accounting Standards Board (GASB) guidelines.
- o Knowledge of local governmental accounting practices.
- o Knowledge of internal and external audit procedures.
- o Knowledge of relevant federal, state, and local laws, industry practices, and other regulatory guidelines.
- o Knowledge of state and federal grant program requirements.
- o Knowledge of City bidding process
- o Knowledge of city government financial management policies.
- o Knowledge of department policies and procedures.
- o Knowledge of the principles and practices of computerized information management.
- o Skill in performing mathematical calculations.
- o Skill in organizing and analyzing financial data.
- o Skill in preparing and compiling reports.
- o Skill in interpreting ordinances, laws, grant requirements, and other accounting regulations.
- o Skill in using computers and various accounting, spreadsheet, financial, and word processing software applications.
- o Skill in using standard office equipment.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Director assigns work in terms of department goals and objectives. The employee works independently in organizing work to reach goals and meet deadlines. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), Government Accounting Standards Board (GASB) policies, Financial Accounting Standards Board (FASB) policies, American Institute of Certified Public Accountants (AICPA) policies, standard auditing guidelines, and relevant federal, state, and local laws. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied analytical and administrative duties. The number of guidelines to be followed, frequent changes in the applicable guidelines, and rapid technology changes contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to ensure the accuracy of the city's financial management system and assist in the management of the department. Successful performance helps ensure accurate and efficient financial record-keeping and affects the public image of the city government.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, bankers and financial representatives, government and service agency representatives, auditing personnel, elected officials, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, motivate personnel, and settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Arkansas for the type of vehicle or equipment operated.
- o Ability to be bonded.