



Job Description

Department: Finance

Non-exempt

Job Title: Accountant I

Job Level: 4

Deputy Registrar

Reports to: Finance & Administrative Services Director

Date job description last revised: January 2012

GENERAL DESCRIPTION OF DUTIES:

This position is primarily responsible for accounts payable, recording receipts, preparing bank deposits, making general ledger entries, reconciling accounts and providing customer service. Duties include accurate coding and recording of receipts and payables, processing weekly A/P check runs, recording automated payments, providing information to walk-in customers at City Hall and serving as a deputy local registrar (issuing birth and death certificates). This position runs financial reports, analyzes information and performs other miscellaneous financial and some clerical duties. Must understand general accounting principles and be highly proficient with accounting software applications and spreadsheets. Must be detail and deadline oriented and exhibit strong interpersonal skills.

REPORTING & ORGANIZATIONAL RELATIONSHIPS:

Reports to the Finance & Administrative Services Director and provides information and support to all employees and departments related to accounting and financial matters.

ESSENTIAL DUTIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Salida retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Accurately code, enter and post invoices, match charge slips or invoices with statements, review expenses for compliance with City's Purchasing Policy, process and mail payments, research and resolve vendor inquiries. Maintain W-9 files; prepare and file 1099s.
- Process cash payments for utility bills, court fees, VIN inspections, birth & death certificates and other miscellaneous transactions. Close out cash receipts and prepare daily bank deposits. Run transaction reports and process interface entries.
- Prepare and post G/L entries, reconcile general ledger balances to detail journals or supporting information, record general journal entries and run or prepare financial reports.
- Assist with cash flow management.
- Prepare or assist with bank reconciliations, follow through to resolve outstanding checks, returned items and all discrepancies; record related journal entries.
- Accurately input budget data into the accounting system. Prepare timely and accurate financial reports for Department Heads to assist with budget compliance.
- Analyze financial reports for reasonableness; recognize irregularities and respond appropriately.

- Assist with tracking and collection of the occupation tax on lodging. May include notices of past due reports or missing documentation, processing of tax liens, and analysis of revenue.
- Post information on the city's website.
- As a Deputy Registrar, is jointly responsible for processing birth and death certificates, ensuring full compliance with all state regulations.
- File / maintain records in compliance with the Document Retention Policy.
- Ensure compliance with internal controls for areas of responsibility.
- Provide support to the Finance Director and other department staff by researching budget variances, assisting with documenting policies and procedures, copying invoices and supporting documentation for grant administration and/or special projects, researching financial records, drafting correspondence, and other duties as assigned.
- Run reports and prepare information for audits.
- Greet customers in a friendly manner in person and over the telephone. Answer questions and/or direct inquiries to the proper person to meet their needs.

KNOWLEDGE, SKILLS AND ABILITIES:

Must understand accounting concepts and US GAAP and possess an understanding of basic internal controls. Proficiency with accounting software packages, Excel, Word, Acrobat, internet applications required. Self-directed, detail-oriented professional who works efficiently and independently, but also collaborates with co-workers. Must be able to solve problems independently, make sound decisions, and learn new software systems. Must have strong customer service and verbal / written communication skills. Must be able to effectively switch between accounting / administrative work and serving customers, as needed.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent; Associates or Bachelor degree in Accounting preferred. Three to five years relevant experience with increasing responsibility maintaining accounting records including handling cash and balancing a cash drawer, processing A/R, A/P, Fixed Assets & G/L.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The majority of this position's duties are performed in an office environment which requires sitting for extended periods, moving to various areas in the office and standing at a customer counter for lengthy periods of time. In addition, the following attributes are required:

- The visual and physical ability to work on computers for substantial amounts of time.
- Ability to travel to other City properties and to local vendors and banks.
- Ability to lift up to 20 pounds.

Hours are Monday to Friday from 8 AM to 5 PM; promptness is essential. May occasionally require longer hours.

The small office setting requires a strong work ethic where all employees are expected to cross train and assist others as needed to cover staff absences and busy periods.