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| JOB TITLE Accountant/Payroll | DATE April 2, 2014 July 17, 2018 |
| DEPARTMENT Clerks Office | FLSA: Non-exempt |

REPORTS TO - City Clerk/Treasurer

SCOPE OF POSITION

General Statement of Duties: To plan and develop and direct City financial functions and records in order to provide efficient, effective, and accurate accounting and control systems for the City.

Work environment: Indoor controlled office setting.

Supervision Received: Works under the direction of City Administrator, Internal Auditor, and City Clerk/Treasurer .

Supervision Exercised: Occasional direction of Students. May be required to fill in for additional duties in the absence of staff to maintain accounting controls.

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all-inclusive, as duties will vary depending upon the direction of the City Administrator, Internal Auditor, City Clerk/Treasurer.

- Receives instructions from supervisor.
- Insure proper recording of financial accounting items.
- Perform and review various accounts payable and accounting activities.
- Assist with budget preparation, and input or assembling of budget books.
- Compile reports for grant and program costs.
- Prepare audit workpapers for use in the annual audit.
- Input cash receipts into the accounting system.
- Receipt and deposit money as required.
- Review and perform payroll activities.
- Assist City Clerk/Treasurer with election activities.
- Provide information, explanation, and assistance to Department heads and the general public.
- Resolve or assist in resolving complaints and problems.
- Assist and City Administrator as called upon.
- Prepare various federal & state reporting forms.
- Process payroll including inputting wage and deduction information.
- Maintain deduction and accumulated leave time records and payroll schedules
- Process garbage and sewer billing including rate changes, adjusting customer accounts, refunds, etc.
- Examines work for accuracy and conformance to policies and procedures.
- Assist Internal Auditor with inventory.
- Duties include assisting Accountant/Budget with various projects.

Accountant/Payroll – Job Description



- Monitor operations to ensure compliance with applicable laws, regulations, rules and policy.
- Overtime may be required.
- Additional duties as assigned.

SKILLS and ABILITIES:

- Considerable ability to create, modify and use spreadsheets, to use computer, calculator, adding machine, copier, etc. Reports, miscellaneous forms.
- Physical Effort: Lifting up to 20 pounds, minimal physical exertion, extended sitting.

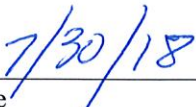
MINIMUM QUALIFICATIONS:

- Education: Bachelors Degree in Accounting.
- Basic knowledge of payroll laws.
- Experience working with collective bargaining agreements preferred.
- Knowledge of State Regulations, policies, and procedures, which apply to governmental accounting and financing.
- Ability to follow directives, policies, and procedures which apply to accounting and financing municipal government.
- Must be able to work effectively with the City Council, City Administrator, all staff, and the general public in order to obtain desired results.
- Self-motivated, ability to work independently, yet a team-worker.
- Considerable knowledge of spreadsheets, general ledger, and payroll accounting software, word processing.


REVIEWED AND APPROVED BY:



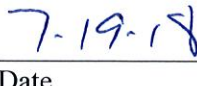
Staff Representative –AFSCME



Date



City of Hibbing – Administrator



Date