



JOB TITLE Accountant/Budget	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 other clerical staff. Lead worker in charge of the department in the absence of the Internal Auditor and City Clerk/Treasurer. May be required to fill in for additional duties in the absence of the Internal Auditor 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 and City Clerk/Treasurer.

- Receives instructions from supervisor.
- Insure proper recording of financial accounting items including journal entry input.
- Perform and review various accounts payable and accounting activities.
- Compile data for use in budget preparation.
- Monitor revenue and expenditure trends for all city departments.
- Compile data for monthly financial reports.
- Compile figures for the closing out of fiscal accounts.
- Balance ledger accounts.
- 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 when needed.
- Direct and review reports in conjunction with the closing of the fiscal year for computerized general ledger, accounts payable and payroll modules.
- 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 City Clerk/Treasurer in preparing financial presentations.
- Assist City Clerk/Treasurer and City Administrator as called upon.
- Prepare various federal & state reporting forms including ACA data form 1095-C.



- Perform special assessment searches from various title companies and calculate payoffs. Answer questions from the public regarding assessments on properties.
- Track parcels and payments included in tax abatement contracts and prepare the semiannual payments to the developers according to the contracts.
- Prepare invoices and maintain accounts receivable files
- Process W-2's, quarterly reports and PERA exclusion reports.
- Monitor operations to ensure compliance with applicable laws, regulations, rules and policy.
- A resource for Department Heads regarding questions on budgets and expenditures, compiling reports and needed.
- Inputting budget data for departments and assembling budget books for distribution to the City Council.
- 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.
- 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

7/30/18

Date



City of Hibbing – Administrator

7-19-18

Date