

CITY OF MOORE

Job Description

Senior Accountant

Job Code: 7427
Exempt: Yes
Department: Finance
Reports To: Finance Director or Assistant Finance Director
Location: City Administration Office
Date Prepared: January 13, 2016
Date Revised: April 5, 2021

GENERAL DESCRIPTION OF POSITION

To perform a variety of clerical and technical financial duties in support of activities within the Finance Department, and assist the Finance Director and/or Assistant Finance Director with general ledger accountability, financial reporting, financial analysis tasks, and other special projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepare and post journal entries timely, accurately, and in compliance with General Accepted Accounting Principles. This duty is performed daily, approximately 20% of the time.
2. Maintain various ledgers, registers and journals according to established account classifications; prepare, correct or adjust entries as necessary; prepare, update and maintain a variety of files, records and filing systems; verify and distribute information as requested. This duty is performed daily, approximately 20% of the time.
3. Reconcile monthly bank statements, and post and reconcile payroll related liabilities. This duty is performed monthly, about 20% of the time.
4. Assist the Finance Director and/or Assistant Finance Director in fiscal year-end closing. This duty is performed annually, about 10% of the time.
5. Provide technical and clerical assistance to the Finance Director and Assistant Finance Director including managing special projects as assigned; assist in preparation of the City budget under direction of the Finance Director. This duty is performed annually, about 10% of the time.
6. Post new and disposed fixed assets and maintain the fixed asset ledger. This duty is performed as necessary, about 10% of the time.
7. Work with auditors as needed, providing information and assistance in order to ensure a successful audit. This duty is performed as necessary, about 3% of the time.
8. Prepare delinquent utility account letters and submit to collection agency when appropriate. Post related collection fee to utility accounts. This duty is performed as necessary, about 2% of the time.

9. Generate reports on City Court collections and submit information to the collection agency when appropriate. This duty is performed as necessary, about 2% of the time.
10. Provide software support for INCODE and EnerGov software in absence of Assistant Finance Director. This duty is performed as necessary, about 3% of the time.
11. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required.
12. Confidentiality is required upon specific notification to the employee.
13. Perform any other related duties as required or assigned.
14. Good attendance is required.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

SUPERVISORY RESPONSIBILITIES

No supervision.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; frequently required to talk or hear; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- Accounting and municipal finance principles, practices and procedures, including Generally Accepted Accounting Procedures
- Manual and automated financial systems
- Methods and techniques of setting up and maintaining a variety of accounts including payroll and purchasing records
- Principles and procedures of record keeping and reporting
- Principles and practices of balancing and reconciling financial transactions

Ability to:

- Prepare accurate financial related reports
- Analyze and interpret records and financial statements
- Maintain a variety of finance related records
- Communicate clearly and concisely, both orally and in writing

- Respond to requests and inquiries from vendors and other City departments
- Establish and maintain effective working relationships with those contacted in the course of work
- Design and maintain complex spreadsheets and databases
- Analyze and solve problems
- Pay acute attention to detail
- Work under pressure and/or frequent interruptions
- Work independently and in a team environment
- Operate a 10 key or calculator skillfully

Education and Experience

Education:

Bachelor's degree in accounting, finance, or a related field is required.

Experience:

Five years of clerical accounting experience, preferably in a municipal environment.

WORKING CONDITIONS

Employee must lift items such as supply boxes, and carry items from one location to another. Requires vertically and horizontally transferring items weighing up to 25 pounds.

Employee must sit at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time.

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperatures.