

FLSA: NON EXEMPT
PAY RANGE: 28
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**CITY OF WHARTON
FINANCE ACCOUNTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform responsible administrative and financial work in the Finance Department; to provide support services with payroll administration, accounts receivable, and related financial transactions; to assist in the maintenance of related accounting and billing records; and to prepare financial report statements and financial analyses.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Important responsibilities and duties may include, but are not limited to, the following:*

Essential duties and responsibilities

- . Process payroll for City of Wharton employees; print payroll checks; analyze check register, journals and other payroll reports; issue manual checks as necessary.
- . Compile employee time and expenditure activity report; prepare payroll liability reports; prepare and analyze monthly, quarterly, and annual payroll reports; prepare employee W-2 forms.
- . Analyze and transfer money between fund accounts; process all returned checks and related legal notifications; prepare monthly bank reconciliation statements.
- . Record and report all fixed assets within the city; maintain related reports; participate in inventory analysis as assigned.
- . Prepare and post all journal entries; maintain check register and daily journal entry reports; analyze and review daily cash and investments report.
- . Assist the Finance Director in the preparation of department reports and correspondence including the annual budget and financial report; analyze data and information for inclusion in reports.

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- . Research and reconcile department questions regarding status of accounts and payments; respond to inquiries from city departments regarding account numbers and balances; correct posting errors; distribute appropriate information to department directors.

- . Assist the Finance Director with the Annual Audit and Budget Process by coordinating preparation of requested data and submit information to the auditors; answer questions and assist auditors when on site; Prepare schedules for the annual and interim audits.

- . Monitor daily the City's cash flow ensuring posting of all daily receipts, reconciling all cash and investment accounts, processing monthly transactions, and monitoring of accounts receivables to ensure payments are billed and received timely and post ACH deposits.

Other important duties and responsibilities

- . Assist in answering and directing incoming calls.

- . Prepare financial statements.

- . Assist in the preparation of special reports; review and revise information and data for accuracy.

- . Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- General accounting principles and practices.

- Modern office procedures, methods and computer equipment.

- Basic principles of financial record keeping.

- Practices involved in billing and collections.

- Basic principles and practices of municipal accounting systems.

- English usage, spelling, grammar and punctuation.

- Methods and procedures of data entry.

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Ability to:

Maintain financial and accounting records.

Process a variety of financial and statistical data including data entry.

Accurately count, record, and balance cash transactions and other monies received.

Operate office equipment including a computer.

Work independently in the absence of supervision.

Perform routine mathematical calculations.

Maintain records and prepare computer generated reports.

Understand and follow oral and written instructions.

Communicate clearly and concisely, in writing, orally and on the phone.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing or sitting for extended periods of time*
- *operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment*
- *communicating with others*
- *accurately working with numbers*
- *discerning various amounts of money.*

Ability to:

Maintain mental capacity which permits:

- *making sound decisions and using good judgement*
- *demonstrating intellectual capabilities*
- *answering questions*
- *working with numbers and statistical data*
- *dealing with customers including difficult situations.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two to three year of general clerical experience, involving bookkeeping or record keeping responsibilities. Municipal Accounting experience is preferred with experience using Microsoft Office; Word, Excel and PowerPoint strongly preferred.

Training:

A Bachelor's Degree in Accounting or related field from an accredited college or university is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing computers; high levels of public contact.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time; general manual dexterity.