*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**

Perform professional accounting duties and responsibilities involved in financial analysis, record keeping, and reporting for payroll, accounts payable, or accounts receivable for all City departments; prepare journal entries and general ledger reconciliations.

**JOB CLASSIFICATION**

Exempt, Non Safety Sensitive.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Finance Supervisor.

**PRIMARY DUTIES**--*The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Perform accounting work involved in financial record keeping and reporting; verify, balance and adjust records including journal entries; enter data into assigned systems; update files; create, maintain and generate reports.
2. Serve as a resource for vendors, external customers, and employees; answer questions and provide information on department policies and procedures; research problems and prepare necessary adjustments.
3. Provide assistance to the Finance Department in the analysis of revenue and expenses related to the preparation of the City budget; identify discrepancies and areas of concern.
4. Maintain and update confidential files and computer records.
5. Maintain and reconcile a variety of bank accounts, ledgers and accounting records; examine and correct accounting errors; prepare adjusting journal entries; prepare bank reconciliation reports; ensure accuracy and completeness of work.
6. Monitor and interpret new developments in laws and regulations related to taxes, payroll, and/or purchasing card industry (PCI) compliance as related to assigned area of responsibility; provide technical assistance with implementation and compliance for all departments.
7. Attend staff meetings and participate in planning, controlling and directing department activities, functions and obligations.
8. Perform other duties of a similar nature or level.

**When assigned to Payroll:**

1. Perform a variety of professional accounting duties involved in the analysis, maintenance and auditing of accounting and payroll records, financial software, and the preparation of financial summaries and reports; maintain databases and/or spreadsheets for monitoring and tracking financial information.
2. Prepare reports and provide support for annual closing activities and statements for the City’s external audit and provide requested information; research problems and prepare necessary adjustments.

1. Compile payroll data from timesheets and other records; generate computer reports necessary to compute and verify payroll data; review wages and deductions computed; correct errors as necessary to ensure accuracy of payroll; prepare and issue paychecks.
2. Prepare, reconcile and remit employee payroll and deductions including wage assignments, garnishments, retirement contributions and insurances; prepare and enter payment requests for deduction payments; make payment of Federal and State payroll taxes.

1. Answer employee and staff questions regarding pay, deductions, leave accruals, loan balances and related payroll questions; assist supervisors in application of time and pay regulations; compile current and previous year’s earnings for employee wage verifications.
2. Serve as support for benefits administration by assisting with system software set up of rate structure, plan terms; support for annual position budgeting.
3. Track, maintain and compile accounting, payroll and statistical data; prepare, reconcile and submit financial reports including monthly, quarterly and annual reports to various government agencies.
4. Assist with the administration of employee leave programs including FMLA, Workers Compensation, Military and other leave.

**When assigned to Accounts Receivable / Accounts Payable:**

1. Perform accounts receivable billing for all departments; provide functional supervision to City administrative staff involved in requesting billing; review requests for account coding and proper authorizations; provide scheduled training.
2. Manage grant funding including monitoring transactions and financial status of grants; serve as point of contact for department grant managers.
3. Oversee accounts payable transactions performed by City administrative staff; review charges for appropriateness, consistency in account coding and proper authorizations; provide scheduled training.
4. Process, prepare and review invoices for vendor accounts, City purchasing cards, travel authorizations, deposits and payments; verify vendor information and payment terms or discounts.
5. Monitor travel requests for timely payment to employees before departure date; audit completed travel documentation for accuracy.
6. Import, audit and approve purchasing card transactions for all City cardholders between software systems; communicate with administrative staff and/or cardholders to obtain missing information.
7. Research and monitor all City purchasing card information and travel expenses for employees; prepare appropriate journal entries, reconcile accounts, document information for legal needs and route appropriate records; keep detailed records of approvals, claims and other necessary information.
8. Research and monitor all City bankruptcies and collection services; prepare appropriate journal entries, reconcile accounts, document information for legal needs and route appropriate records; keep detailed records of approvals, claims and other necessary information. Review, track, adjust, and process delinquent accounts in various areas; contact delinquent accounts with notices and certified letters; coordinate with outside collection agencies as necessary.
9. Perform quarterly audit of vendors for 1099 classification accuracy; maintain documentation to reconcile and issue accurate annual 1099 – Misc. forms and send information to the federal government.

**When assigned to a specific Department(s):**

1. Perform a variety of professional accounting duties involved in the analysis, maintenance and auditing of accounting and payroll records, financial software, and the preparation of financial summaries and reports; maintain databases and/or spreadsheets for monitoring and tracking financial information.
2. Perform general accounting duties including processing invoices, credit card purchases, seized funds, travel authorizations and annual property assessment reports; ensure proper account coding and verify authorizations as needed.
3. Serve as a financial resource to the assigned Department(s) and other various departments; investigate and resolve inquiries or complaints from customers or vendors; provide information within area of assignment.
4. Assist with assigned Department budget preparation and maintain responsibility for budget adherence.
5. Attend and participate in professional group meetings; stay abreast of new trends and regulations in the field of accounting.
6. Complete or assist with duties as defined above in Payroll and Accounts Receivable / Accounts Payable sections.

**QUALIFICATIONS**

**Knowledge of:**

Methods and techniques of governmental accounting and financial management including applicable accounting functions.

Principles and practices of financial analysis, record keeping, auditing and reporting.

Generally accepted accounting principles and their application to municipal accounting activities.

Principles and practices of general ledger preparation and reconciliation.

Principles and procedures of payroll preparation, accounts payable and accounts receivable processing.

Principles and practices of employee payroll deductions, wage garnishments and related payroll issues. Methods and techniques of generating payroll reports.

Principles and practices of vendor management, payment documentation, and related Federal reporting requirements.

Principles and practices of receivable vendor management, payment processing, and delinquency enforcement.

Modern office technology and equipment, including computers and related software applications. Customer service procedures and principles.

English usage, spelling, grammar and punctuation.

Principles of business letter writing and report generation. Applicable Federal, State and local codes, laws and regulations.

**Ability to:**

Reconcile, verify and balance assigned accounts.

Identify and correct accounting errors.

Maintain a variety of financial records and files.

Collect, compile and research information and data.

Prepare and maintain accurate and confidential records and reports.

Comply with Payment Card Industry (PCI) standards for handling and securing payment card information.

Interpret and explain financial policies and procedures.

Learn, interpret and apply pertinent ordinances, laws, codes, regulations, policies and procedures. Operate and use modern office equipment including computer and various software applications. Monitor and track accounting data in assigned area.

Respond to requests and inquiries from the general public and City staff. Set up and maintain a variety of files and records.

Communicate clearly and concisely, both orally and in writing.

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

**Experience and Training Guidelines**

*Minimum Requirements:*

**Experience:**

Two (2) years of increasingly responsible experience in accounting, finance or budgeting including accounts payable, accounts receivable, and payroll experience.

**Training:**

Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business administration or related field.

Other combinations of experience and education that meet the minimum requirements may be substituted.

**License or Certificate**

Possession of, or ability to obtain, a valid Colorado driver's license.

**WORKING CONDITIONS**

**Environmental Conditions**:

The job is performed in the following working environment:

Office environment.

**Physical Conditions**:

The job is characterized by:

**Sedentary Work**: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

The following physical activities are very or extremely important in accomplishing the job’s purpose and are performed on a daily basis:

While performing the duties of this job, the employee is required to sit for prolonged periods. The employee is regularly required to see, hear, talk, stand, twist and use repetitive motions in the conduct of work. The employee is also required to perform light lifting.