

**CITY OF OWOSSO
JOB DESCRIPTION**

ACCOUNTANT

Supervised by: Finance Director
Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Finance Director, performs a wide variety of intermediate level accounting and financial functions for the City. Functional areas of responsibility may include, but are not limited to, accounts receivable, preparing and processing purchase orders and invoices, and maintain a variety of financial records and duties. Prepares monthly bank reconciliations and assists in City budget administration and reporting. Employee performs a variety of tasks which range from routine administrative and clerical to complex and highly confidential in nature.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Perform a variety of professional accounting functions supporting City-wide operations; maintain accuracy of general, revenue, and expenditure ledgers and subsidiary financial systems.
2. Reconcile financial ledgers and records; prepares financial statements and reports, general and subsidiary ledgers and supporting schedules, research and resolve discrepancies.
3. Review and audit all accounts payable, purchase orders, cash receipts, utility billing, and other accounting records and transactions; ensures money is posted to correct accounts and that all accounts balance.
4. Prepare a variety of monthly, periodic, and annual financial statistical reports and account summaries; prepare Treasurer reports; prepare and file required Michigan Department of Treasury and Department of Transportation reports using SIGMA.
5. Assists with budget preparation and year-end audit activities. Prepares schedules and information, enters data, compiles documents, and makes adjusting entries.
6. Performs a variety of accounting functions. Prepares and posts journal entries, verifies and balances reports to the general ledger, performs account and bank reconciliations, and researches and resolves accounting discrepancies.
7. Enters data, creates and maintains spreadsheets, and prepares standard and special financial reports. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents and/or materials.

8. Responds to inquiries and provides general and financial information to other departments and the public. Resolves routine issues independently and refers more complex situations to the appropriate party.
9. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor's degree in accounting, finance, or related field preferred.
- Two years of governmental accounting experience preferred.
- BS&A Software experience preferred.
- Knowledge of the principles, practices and legal regulations of municipal finance, financial reporting, budgeting, accounting, and investing.
- Knowledge of the methods and techniques of record keeping, filing, records management, and financial reporting.
- Skill in maintaining and updating records and related systems, assembling and analyzing financial data, tax information, and preparing comprehensive and accurate reports.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Ability to type, enter data, and prepare reports with speed and attention to detail.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, move around the office to travel to other locations, and lift and/or move items up to 25 pounds in weight. The noise level in the work environment is usually quiet, but may be moderately noisy in the field.