



## POSITION DESCRIPTION

**POSITION:** ACCOUNTANT  
**DEPARTMENT:** FINANCE  
**DIVISION:** FINANCE  
**REPORTS TO:** FINANCE OFFICER

**CIVIL SERVICE:** YES  
**FLSA EXEMPT:** NO  
**UNION:** N/A  
**PAY GRADE:** N10

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### **FUNCTION:**

Performs a variety of accounting, budgeting, and financial reporting functions and related work as required.

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### **SUPERVISES:**

### **EQUIPMENT USED:**

Standard office equipment

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### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Prepares daily bank account reports and outstanding check reports; posts daily receipt activities to general ledger.
  - Prepares monthly, quarterly, and annual financial and budget reports.
  - Prepares State and Federal reports including sales tax reports, annual financial reports, road use tax reports, and grant drawdown requests.
  - Prepares and issues vendor 1099's.
  - Assists in the maintenance of the City's financial accounting software including account and budget maintenance.
  - Prepares work papers for the City's annual financial audit.
  - Prepares schedules and budget documents for the City's budget process.
  - Maintains schedules, reports, and bookkeeping system for the Polk County Aviation Authority.
  - Manages accounts receivable and unclaimed property processes.
  - Maintains central grant files and produces grant reports and schedules as necessary.
  - Assists in the training of accounting staff as needed.
  - Serves as back-up for cash receipts and accounts payable clerks.
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### **ENTRY REQUIREMENTS AND SKILLS:**

Graduation from an accredited college or university with a four-year degree in accounting, finance or related field; and two years accounting experience. Governmental accounting experience preferred.

Knowledge of the principles and practices of governmental accounting, taxation, and revenue management; ability to compile information and to prepare reports; ability to establish and

maintain effective working relations with co-workers and the public and to direct the work of others. Ability to work independently to complete projects and tasks.

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**REQUIRED SPECIAL QUALIFICATIONS:**

Shall be bondable.

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**WORKING CONDITIONS:**

- Works in office environment.
  - May be required to perform bank depositing.
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**PHYSICAL REQUIREMENTS:**

- Must be sighted.
- Must be insurable.
- Must be able to hear a normal conversation.
- Must be able to speak clearly at normal rate of conversation.