



Job Description

Job Title:	Accountant	Job Grade:	Grade 10A
Department/Group:	Finance	Exempt Status:	Exempt
Reports To:	Accounting Manager	Date Created:	March 2017

JOB SUMMARY

This is an intermediate level accounting, analytical and project management position. The primary functions are reviewing and analyzing accounting transactions and accounts, providing analytical support for financial planning, budget and budget performance reporting, payroll reconciliations and analysis, fixed assets accounting, capital project analysis, investments and cash management activities. Understands and assists in the preparation of financial and accounting work papers and reports. Performs specialized accounting duties within an integrated financial system. Work is performed with some professional independence for routine matters and complex projects under the general direction of the Accounting Manager.

PRIMARY JOB FUNCTIONS:

- Responsible for data collection, processing, reporting and analysis of accounting and financial data to ensure that established systems, procedures and service levels are maintained. This includes preparing reports to provide the necessary analysis regarding financial accounting trends and comparison to budget.
- Monitor and analyze revenues, expenses, and budget variances. This includes analysis at city-wide, department, and project, and grant levels.
- Investment and cash management activities including preparation of bank account and investment reconciliations.
- Prepare payroll reconciliations and analysis.
- Assist with preparation and review of annual budget work papers, including preparation of the annual payroll and benefits budget. Track, analyze trends and prepare supporting exhibits and analysis as necessary.
- Performs budgetary, accounting and financial analysis of special projects.
- Assist with the annual audit. Participate in the preparation of audit work papers and adjusting entries. Perform financial accounting and reporting in accordance with GAAP and GASB, including analysis of fees and charges, reviewing accounts for errors and budgetary control.
- Prepare the year-end reporting and respond to reporting requests from other governments and associations.
- Oversee and maintain the fixed asset system, capitalize fixed assets, calculate depreciation and assist with the GASB 34 conversion to the government-wide financial statements. This includes financial tracking and analysis related to capital projects and grants.
- Assist with the workers comp and property insurance renewal process.

SECONDARY JOB FUNCTIONS:

- Perform other job related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in Accounting or Finance.
- Three years of general accounting experience; preference given for experience in municipal accounting or for municipal clients.
- Strong working knowledge of Microsoft Office products. Proficiency with Excel required.

Certificates/Licenses Required:

- None.

INTERNAL/EXTERNAL CONTACTS:

Supervisory/Managerial Responsibility:

- Employee reports to and receives direction from the Accounting Manager.

Internal/External Contacts:

- Daily contact with Finance Department.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of the principles, practices and standards for government accounting, auditing, and budgeting.
- Ability to analyze large volumes of data and interpret fiscal and accounting records, prepare comprehensive financial statements and reports, and to recommend and administer general controlling policies.
- Strong problem analysis and decision making skills; ability to develop alternatives and make prompt decisions under time constraints and conditions of uncertainty.
- Attention to detail.
- Ability to form cooperative working relationships within the City and across traditional department lines.
- Ability to communicate ideas, explanations and recommendations clearly.

WORK ENVIRONMENT:

- Duties are performed in a standard office environment.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Sit or stand at a desk for extended periods of time and perform long hours of work at a computer.
- Hear and speak effectively to communicate in person and over the phone with the public, employees, service agencies and others.
- Visual acuity to read computer screens and printed documents for long periods of time.
- Manual dexterity to type on a keyboard and use a computer mouse. Perform manual tasks such as handwriting and searching through documents.
- Office work may include reaching for documents and supplies and repetitive motions such as typing and sorting.
- Lift boxes weighting less than (20) pounds.

EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop Phone
- Desktop Computer
- Copier machine
- Financial System

ADDITIONAL INFORMATION

- 40 hours full-time Monday-Friday days with occasional evening meetings.
- Salary range \$65,152-\$77,798 annually dependent upon qualifications.
- Applications will be accepted until noon on August 18, 2017.

HOW TO APPLY

1. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php>.
2. Email completed application and any additional information to aschroeder@cityofpriorlake.com

Non-Discrimination Policy

The City of Prior Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.