JOB DESCRIPTION

PHENIX CITY Alabama

JOB IDENTIFICATION			
Job Title:	Staff Accountant	*Pay Grade:*	EAP-9
Department:	Finance	*FLSA Status:*	Non-Exempt
Location:	Municipal Building	*Reports to Position:*	Comptroller
Effective Date:	October 1, 2021		

JOB SUMMARY

Under the direction of the Comptroller, administers the daily operations of the Accounting Division to include bank reconciliations, general journal entries, grants management, general ledger account reconciliations, maintaining special funds and capital projects, fixed assets, internal audit procedures, and revenue collection. Assists with routine, purchasing, payroll, revenue, and financial administration operations.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Ensures that state laws, regulations and city procedures are followed in regards to accounting and purchasing guidelines
- Stays abreast of accounting standards to ensure accounting information is in accordance with GAAP and GASB
- Assists in developing policies and procedures related to accounting, financial administration, purchasing, accounts payable, and revenue collection operations.
- Manages the daily operations of the Accounting Division
- Assisting with the preparation and review of bank and investment account reconciliations ensuring are completed accurately and timely each month
- Monitors activity of accounts, researching transactions in order to ensure proper reporting

- Ensures accurate fund accounting, generating and reviewing journal entries and ensuring transactions are posted in the correct fund and to the correct account
- Ensures Special Fund and all subsidiary ledgers are properly reconciled, transactions properly recorded, and documentation maintained.
- Monitors the activity of capital projects and ensures accurate reporting and documentation of project funds and activity
- Maintains accurate recording and reporting of fixed assets
- Ensures proper financial administration, recording, and reporting of grants
- Performs Internal Audit procedures to include reviewing internal controls over financial operations and activities of operations affecting financial resources to ensure operations are in compliance with the city policies and procedures and financial standards and regulations.
- Assists with the accounts payable, revenue collection and financial administration functions of the department
- Maintain work area in an organized and neat manner

QUALIFICATIONS

Education and Experience Guidelines

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

Education/Training

Bachelor's Degree in Accounting or Finance
Master's Degree in Accounting or Finance, preferred

Experience

Five (5) years of accounting or finance experience, preferably in a governmental setting
Extensive experience in relative field preferred

Licenses or Certifications Required

N/A

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Concept of accounting laws and practices and principles
- Purchasing, accounts payable and cash management procedures
- Federal, state and municipal laws and regulations governing finance, purchasing and revenue collection

Ability to:

- Communicate effectively both verbally and in written form
- Read, use mathematical and writing skills to review, comprehend, analyze and report on

complex financial matters

- Utilize computer skills including software for word-processing, spreadsheet creation and maintenance, database utilization and other specialized accounting and financial software
- Work from administrative direction in terms of broadly defined goals
- Plan activities and work efficiently to meet deadlines
- Build and maintain relationships with other employees and supervisors
- Work non-duty hours including weekend or holidays when necessary

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

Environment: Work location will be indoors with potential for overnight travel to attend and participate in training, meeting and activities

Physical Demands: See accompanying page for details

Key Working Relationship: Other Finance Department employees to include Finance Director and Comptroller, Staff of designated City Financial Institutions

APPROVAL/ACKNOWLEDGEMENT

_____	Finance Director	_____
Department Head	Title	Date
_____	HR Director	_____
Human Resources Director	Title	Date
_____	City Manager	_____
City Manager	Title	Date
_____		_____
Incumbent Employee Printed Name and Signature		Date

PHYSICAL REQUIREMENTS – STAFF ACCOUNTANT

LIFT/CARRY	Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL	Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT	Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
Bend/Stoop/ Twist	X			
Crouch/ Squat	X			
Kneel/Crawl	X			
Reach Above Shoulders	X			
Reach Below Shoulders	X			
Repetitive Arm Use	X			
Repetitive Wrist Use			X	
Repetitive Hand Use				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface	X			
Even Walking Surface	X			

HEARING/VISION/DEXTERITY	N/A	AVERAGE	LOW

EQUIPMENT USE & OPERATION	Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	8
Stand	<1	1
Walk	<1	1

Additional Considerations (including clarification of any of the above)

Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	