

City of Allentown
Position Description

Class Title: Accountant
Grade Number: 13N
Department: Finance
Union: Non-Union

GENERAL PURPOSE

Performs a variety of professional, specialized government fund accounting work.

SUPERVISION RECEIVED

Works under the supervision of the Manager of Treasury and Accounting.

SUPERVISION EXERCISED

Exercises supervision over Clerks of the Bureau.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Performs a wide variety of professional accounting tasks
- B. Assists in the preparation and analysis of complex financial statements, accounting schedules, and reports, as directed by the supervisor
- C. Assists in the supervision of clerical support within the bureau of Accounting and Financial Management
- D. Assists in the preparation of the Comprehensive Annual Financial Report, the Single Audit Report, and additional reports as needed
- E. Maintains the Fixed Asset System and prepares the reports for various funds
- F. Maintains all general ledger balance sheet, revenue and expenditure accounts for all funds
- G. Works with various outside agencies as necessary regarding, but not limited to, delinquent tax collectors, auditors, banks etc.
- H. Prepares the financial portion of the DCED Report (annually)
- I. Performs a variety of grant related functions, including financial reporting, budget and expense analysis, reconciliations, etc.
- J. Thorough knowledge of the City's operations policies, practices, and procedures
- K. Plans and arranges own work priorities, based on general assignments, projects and deadlines for completion as requested/provided by supervisor
- L. Position involves extensive contact with other City Bureaus to provide information relating to the City's finance modules
- M. Post entries to City's general ledger (e.g., daily receipts from the cash registers)
- N. Responsible for updating and maintaining accurate records for the City's bank accounts and payment systems
- O. Prepares and submits payroll tax bi-weekly and quarterly filings
- P. Records all transactions for the City's three pension plans
- Q. Reconciles all cash balances on a monthly basis
- R. Prepare and submit all Debt Payments for the City

- S. Transport deposits to the bank daily
- T. Researches and gathers data required for record keeping, reports, and other activities
- U. Performs entire payroll\pension function for active and retired employees, maintains and updates employee information in computer, does salary calculations, runs and distributes active employee and retiree pay\pension checks.
- V. Performs other duties, as assigned and/or as conditions warrant
- W. Observes rules and practices on quality of work and personal conduct
- X. Maintain accounts payable vendor files and files 1099M annually.

Provides quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

Performs related work as may be required.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) BS in Accounting from a college or university of recognized standing with major work in accounting
- (B) Significant and progressively responsible professional experience in accounting, preferably with some experience in government or public accounting
- (C) Equivalent combination of related education and experience

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of accounting theory, principles and practices and their application to a variety of municipal accounting transactions and problems
- (B) Thorough knowledge of modern office management principles and practices
- (C) Ability to prepare, analyze and interpret financial statements/reports from accounting records
- (D) Ability to plan, organize and supervise the work of others
- (E) Ability to establish and maintain effective working relationships with other employees and public officials
- (F) Ability to utilize various city financial programs, electronic mail, Windows, Microsoft Office programs, and other software programs
- (G) Ability to understand and follow complex oral and written instructions
- (H) Ability to explain complex situations clearly and concisely
- (I) Ability to learn various types of "stand-alone" software programs

TOOLS AND EQUIPMENT USED

Requires intensive daily use of personal computer, calculator, copy machine, fax machine, telephone

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Employee may be required to bend in order to file papers in a 5-drawer file cabinet.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually interactive, and therefore, at times could be loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised 9-1-2015 JS