

**CITY OF BLACK HAWK
2016 Job Description**

JOB TITLE:	Accountant	DEPARTMENT:	Finance
REPORTS TO:	Finance Director	EXEMPT:	Yes
HIRING RANGE: \$55,579 - \$63,916 / Annual			

SUMMARY

Under general supervision of the Finance Director, the Accountant performs a variety of advanced accounting functions related to record keeping, collection of revenues, payroll, utility billing, sales tax collection, general ledger accounting, A/P, A/R and limited computer technical support. This position requires an understanding of governmental (Fund) accounting. As a member of the Finance Department, it is essential that all communications with others are handled in a professional and courteous manner to help maintain the Department's position as a trusted resource.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process check requests, including verification of proper coding and documentation
- Reconciles subsidiary ledger and bank reconciliation to the general ledger
- Prepares monthly journal entries and generates monthly reports as requested
- Assists external auditors in preparation of the annual audit (CAFR)
- Maintain the fixed asset system, including additions and deletion of all assets in compliance with City policies.
- Audits employee time sheets for compliance with personnel manual and accrual balances
- Enters employee hours into automated payroll system and prepares bi-weekly and monthly payroll checks
- Maintains and process' utility billing and miscellaneous accounts receivable
- Maintains payroll system tables
- Process Sales/Use/Lodging/Device Tax returns
- Maintains and prepares retirement accounts such as ICMA and FPPA
- Provides support to City staff of the automated accounting and payroll systems

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Good working knowledge of governmental accounting practices and procedures.
- Familiarity with statutes, regulations, and policies related to fund accounting, payroll, Fair Labor Standards Act, municipal procurement, and local ordinances and policies.

- Ability to exercise independent judgment in a positive and constructive way.
- Skill in the use of desktop computer applications such as word processors, spreadsheets, databases, and report writers.
- Knowledge of double entry bookkeeping principles and practices.
- Ability to be trained and become proficient using automated accounting and payroll system modules.
- Proficiency in office practices and procedures.
- Knowledge of business English and mathematics including the ability to perform relatively complex calculations accurately and in a timely manner.

EDUCATION and/or EXPERIENCE

Requires undergraduate degree in accounting or related field, 3-5 year's experience and/or training including government accounting, or equivalent combination of education and experience.

WORKING CONDITIONS

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.

Work is generally performed in an office environment; the employee is regularly required to use fingers, hands and arms; may sit for long stretches; occasionally may be required to stand, walk, climb long flights of stairs, stoop, kneel, or bend. Vision required by this job includes close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 25 pounds.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.