

# **CITY OF HUTCHINS**

## **Accountant**

### **JOB ANNOUNCEMENT**

**JOB TITLE:** Accountant

**POSTING DATE:** March 29, 2017

**PAY RANGE:**\$16.97-\$24.60/hr

**CLOSING DATE:** April 28, 2017

The City of Hutchins offers a comprehensive benefits package to fulltime employees including health, dental, short term, long term, and life insurance paid 100% by the city. We are members of TMRS at as contribution rate of 7% and match 1:1.5%. The City is growing at an exponential rate and is seeking highly qualified applicants for the Accountant position in order to accommodate the changing demands of the community.

#### **GENERAL SUMMARY**

To process accounts payable by receiving and reviewing invoices, statements, and purchase requisitions. Prepares and sorts requisitions for data entry, prepares checks, reviews copies and maintains vendor files, balances cash drawer, and maintains petty cash. Maintains financial spreadsheets and files. Reconciles bank statements and ledgers and processes payroll. Participates in preparation of City budget. Pulls materials for and works with outside auditor during annual audit and works with auditors to resolve questions. Compiles reports and schedules as requested for City's year-end Comprehensive Annual Financial Report.

#### **SUPERVISION**

General direction is provided by the Finance Director.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

May supervise other City personnel.

Reviews invoices and approves payments; verifies purchase order authorization.

Matches requisitions and invoices.

Determines payment dates; enters invoices into department computer; runs cash requirements report.

Marks invoices for payment; runs preliminary check registers.

Files requisitions, invoices, checks, and other department documentation; maintains vendor files.

Reviews purchasing procedures to ensure compliance with state purchasing laws.

---

## **Accountant**

---

Assists with the monthly reconciliation process by issuing, posting and clearing checks; manually entering journal entries,

Administers payroll functions; reviews payroll reports for compilation of statistical information; reviews utility billing and collection reports; reviews and authorizes write off accounts.

Assists with the compilation of the City's annual budget.

Pulls materials for and works with outside auditor during annual audit.

Compiles reports and schedules as requested for City's year-end Comprehensive Annual Financial Report.

Maintains current knowledge of trends and developments in municipal finance administration.

Attends various city administration meetings to represent the City's Finance Department, and for review purposes, i.e., resolutions, ordinances, inter-local agreements.

Prepares, files, distributes, and mails routine reports; runs general ledger reports.

Performs various administrative tasks, i.e., generating correspondence, compiling financial data and summaries.

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned.

### **MINIMUM JOB REQUIREMENTS**

#### **EDUCATION**

Bachelor's degree in finance, accounting, or related field.

#### **EXPERIENCE**

Two (2) years of general accounting experience, or an equivalent combination of education, training, and experience.

#### **LICENSES AND CERTIFICATES**

None required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

Principles, practices, and methods of municipal finance and accounting.

City financial policies and procedures.

---

## **Accountant**

---

Methods and techniques of statistical data collection and analysis.

Purchasing policies and procedures.

Pertinent Federal, State and local laws, codes and regulations.

City personnel policies and procedures.

### **Skill in:**

Attention to detail in dealing with numbers, words, and ideas.

Data Entry.

Accurately entering data.

Time management.

Customer Service.

Clerical duties and filing.

### **Ability to:**

Communicate clearly and effectively, both orally and in writing.

Prepare clear and concise administrative and financial reports.

Interpret and apply applicable federal, state and local policies, laws and regulations.

Use computers and applicable software.

Establish and maintain effective working relationships.

---