

City of Mission Job Description

Job Title: **Accountant**

Classification: **Exempt - Professional**

Department: Finance



Supervisor: Finance Director

Effective: 03/01/2011

I. JOB SUMMARY:

This position is primarily responsible for maintaining Financial Reporting software Modules and other accounting related duties. This job has no supervisory responsibilities. Individual will perform other duties assigned by the department head/supervisor when needed.

II. EDUCATION REQUIREMENTS:

- Bachelors Degree in Accounting or related field is required.
- Must have three to five years accounting experience in a government organization.
- Must have experience with financial reports (balance, statement of revenues and expenditures, etc.)
- Must be able to communicate proficiently in the Spanish and English language.
- Must be proficient in working with personal computer, and general office equipment.
- Must have knowledge of Microsoft Work, Excel, Internet, and E-Mail.
- Must be able to use a 10 key calculator.

III. EMPLOYMENT REQUIREMENTS:

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL AND ABILITY REQUIREMENTS:

- Ability to follow a firm work schedule as directed by supervisor.

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- Ability to compute, maintain and prepare complex records correctly, insuring confidentiality.
- Ability to compute and record numbers correctly.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to establish and maintain effective working relationship with office staff, auxiliary departments, elected officials and the general public.
- Ability to perform work that is routine and detailed.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.
- Ability to use mathematical skills to interpret financial information.
- Ability to analyze and interpret data.
- Ability to complete tasks within specified deadlines.
- Ability to perform different accounting tasks.

V. EQUIPMENT/MATERIALS: General office and safety equipment/materials to include but not limited to the following:

- | | | |
|----------------------------|-------------------------------|----------------|
| • Personnel Computer | - Keyboard | - Printer |
| • Typewriter | - Telephone | - Copy machine |
| • Fax machine | | - City vehicle |
| • Ten key calculator | - Policy & procedure handbook | |
| • Computer software | | |
| • Camera (digital & video) | | |

VI. ESSENTIAL JOB FUNCTIONS:

- Work with and maintain Financial Reporting Software Modules.
- Assist independent auditors in matters relating to CAFR report.
- Monitor and ensure timely payment of all City debt.
- Perform any other tasks that may be assigned by Finance Director.
- Reconcile various accounts including property tax collections.
- Prepare auditor's schedules and assist with the end of the year audit.
- Maintain statistical Data for the City.
- Assist with recordings of investments, department inventories, and cashier's audits.
- Process invoices for weedy lots, apply and release liens, reconcile all AIR accounts.

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- Assist Assistant Finance Director and Finance Director as assigned.

VII. NON-ESSENTIAL JOB FUNCTIONS:

- Assist Accounting Clerk with bank reconciliation's and weedy lot liens and payoff requests as needed.

VIII. WORK ENVIRONMENT:

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Extreme noise		X		
Vibration	X			

IX. MANUAL DEXTERITY:

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

X. PHYSICAL DEMAND ANALYSIS:

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6-10 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down from floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extention, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputing data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplise, books at shoulder level, opening file drawers, pick up and deliver documents.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50' walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
GRASPING (whole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser, filing baskets.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

I, _____ have read and understood the following job description.

Employee Signature

Date