
City of St. Albans

City Accountant

Department of Finance and Administration

Exempt

Overview of Position

This position reports to the Director of Administration and performs professional accounting work, including reconciling of the general ledger and all subsidiary accounts, treasury management, calculating and preparing monthly payables and receivables, and tracking fixed assets. The position also assists department heads and the City Manager with financial questions, and serves as the main contact with the City's external auditing firm. Other related work is performed as required.

Essential Job Functions

The following are illustrative of duties and responsibilities associated with this position and are not intended to be all inclusive.

- Maintains the general ledger, including establishment of new accounts and funds, and reviews and reconciles all balance sheet accounts.
- Maintains the City's tax administration accounts and makes adjustments as necessary, including all records related to the City's Tax Increment Financing district.
- Responsible for ensuring grant revenues and expenditures are properly recorded in the accounting system. Responsible for grant reporting and claiming as assigned.
- Monitors cash, including appropriate coding of state revenue payments, and reconciles bank accounts on a monthly basis.
- Calculates and prepares reimbursement billings and tracks receivables; reconciles receivables monthly. Includes billing for City utility customers.
- Prepares journal entries.
- Maintains fixed asset accounting system.
- Oversees the preparation of audit schedules for auditors, and acts as primary liaison between the City and audit firm.
- Assists department heads and the City Manager with accounting and budgetary inquiries, proper revenue and expenditure coding, and other accounting related activities.
- Performs other financial tasks as required, including special projects.
- Assists the department of Finance and Administration with other duties as is necessary to ensure the continuity of city business. Includes such varied tasks as assisting with management of the City's

parking garage and serving as the backup for critical city functions (completion of payroll, customer service functions, IT trouble shooting).

Required Knowledge, Skills and Abilities

- Ability to work well with others and provide superior customer service.
- Knowledge of governmental accounting and GAAP.
- Knowledge of financial management
- Familiar with financial software in general, and Microsoft Office and Excel specifically. Position involves working with a number of information systems, and employee must be facile with modern technology.
- Bachelor's degree in appropriate discipline preferred, but not required.

Work Environment and Physical Activities

This is an office-based job in a dynamic municipal office. While performing the duties of the job the employee is required to communicate frequently with the public and other City staff, operate office equipment, and move throughout the municipal offices and the City. The employee must occasionally move or lift up to 25 lbs., and may be required to sit for long periods of time.