

**CITY OF ST. ALBANS
JOB DESCRIPTION
ASSISTANT CITY ACCOUNTANT**

FLSA Designation: Exempt

Job Summary and Purpose

This is a unique position designed to serve multiple functions within the City. Because of its size the City relies on this position to perform both financial and human resources duties that are more typically segregated in larger organizations. The main recurring functions of the position are related to completing City business functions, including billing and accounting for the City's various departments, and assisting other staff with execution of bi-weekly payroll. However, the position is engaged in all aspects of financial operations for the City and there is significant potential for growth within the organization. This position reports to the Director of Administration and is embedded within the department of Finance and Administration.

Essential Job Functions

- Responsible for maintenance and billing of City water, wastewater and stormwater accounts.
- Assists with maintenance of the City's tax administration system.
- Processes accounts payable records and assists Department Heads with related questions.
- Calculates and prepares reimbursement billings and tracks receivables.
- Monitors the City's bank accounts for all transactions related to the above items.
- Prepares journal entries as required.
- Assists the City Accountant with payroll preparation and execution.
- Assists the Department with the City's annual independent audit.
- Provides assistance to the City Clerk's office as is needed to ensure business continuity.
- Performs other financial tasks as required, including special projects.

Knowledge, Skills and Abilities

- Ability to work well with others, provide superior customer service, and inspire public confidence.
- Must be facile with modern technologies as is required to perform the job duties efficiently; position involves utilizing a number of different information systems to complete various tasks.
- Strong interest in continuous education, training and improvement.
- 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.