

**City of Waupun
Position Description**

JOB TITLE	Accounting Specialist (part-time 20 or 24 hours per week)
REPORTS TO	Finance Director
DEPARTMENT	Finance
TYPE	Non-Represented
FLSA (overtime status)	Non-Exempt
COUNCIL APPROVED	03/10/20
SALARY RANGE	Grade G

GENERAL PURPOSE:

The Accounting Specialist performs a variety of governmental accounting functions under the direction of the finance director, including maintaining journals and general ledgers, ensuring accuracy of posting, analyzing discrepancies, and reconciling bank statements. The position supports the City Clerk through payroll preparation and the City Administrator through budget analysis and special report preparation, The position provides back-up support for the reception area of City Hall. This is a part-time role, working 20 or 24 hours per week with some ability to flex hours to accommodate office coverage requirements and meeting attendance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Finance and Accounting Responsibilities:

- Maintain general ledgers including subsidiary ledgers and supporting records.
- Prepare monthly journal entries for general ledger.
- Prepare monthly financial statements in accordance with GASB and GAAP.
- Maintain fixed asset detail records.
- Reconcile bank and investment accounts monthly.
- Assist finance director with budget preparation.
- Assist finance director with preparation of data and work papers necessary for annual financial audit.
- Assist finance director with year-end closing entries, reconciliations, adjusting entries, and financial reports.
- Provide monthly budget reporting to department directors.
- Monitor and coordinate collection efforts of delinquencies.

Provide backup coverage for accounts payable processing and tax collection.

Grant Management Responsibilities:

- Prepare and maintain financial and operating schedules for the Taxi Fund. Prepare annual tax operating grant applications. Prepare appropriate quarterly and annual reports.
- Monitor Community Development Block Grant and other housing programs.
- Prepare and maintain financial, reimbursement and reporting requirements for grants obtained to support capital improvement and/or community development projects.
- Provide financial oversight for the Business Improvement District and Community Development Authority.

Special Project Responsibilities:

- Coordinate special projects to enhance the efficiency of government operations.

Other Job Responsibilities:

- Customer service backup, answering phones/inquiries, taking/posting payments, preparing bank deposits.
- Provide backup assistance with payroll review, processing, and report filing as directed by the City Clerk
- Website administration for the finance department.
- Respond to requests for information and assistance to the general public and outside agencies; follow-up on complaints and inquiries.
- Gathers, interprets, and prepares data for studies, reports and recommendations needed for effective decision-making.
- Perform other duties as required or assigned.

QUALIFICATIONS:

This position requires a high-level of technical and professional competency with a proven and verifiable track record of success. Graduation from a two-year technical college with a degree in finance, accounting, or business administration is required. Additionally, the candidate should possess three (3) years of progressive financial management responsibility with experience in a municipal setting or any combination of education and experience needed to meet the qualifications of the position.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Professional maturity and self-confidence to provide administrative insights.
- Ability to firmly and diplomatically present professional views, concerns, and implications of proposed action which may be under consideration, with commitment to impartiality.
- Strong communication, interpersonal, and team building skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Knowledge of State statutes, City ordinances, and City policies pertaining to municipal finance.

- Ability to gather data, investigate and analyze information while being able to draw conclusions and issue recommendations.
- Strong financial management abilities, including understanding of generally accepted accounting principles.
- Ability to maintain confidentiality.
- Ability to make oral presentations to groups of various sizes and compositions.
- Excellent computer skills, specifically in Microsoft Word, Excel, and Outlook.

Tools and Equipment Used:

Personal computer, including word processing and spreadsheet, motor vehicle, copy and fax machine, and telephone.

Work Environment:

The work is performed primarily in an office environment. Contact with staff, city employees, public and officials is required. Attendance at meetings is required when the nature of the discussion relates to duties of the position.

Physical Demands:

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. While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Equal Opportunity Employer:

The City of Waupun is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.