

JOB DESCRIPTION

CITY OF FARMINGTON

JOB TITLE: STAFF ACCOUNTANT II

PAY CLASS: PAT-4 - Exempt

DEPARTMENT/DIVISION: Administrative Services / Finance

LATEST REVIEW DATE: 01/08

PERSONNEL REVIEW: P. Hardin

DEPARTMENT REVIEW: Eric Schlotthauer

JOB DUTIES

ESSENTIAL DUTIES:

Performs technical and administrative accounting work necessary in maintaining the fiscal records and systems of the City in accordance with generally accepted accounting principles and applicable federal and state governmental accounting standards.

Works under the supervision of the Controller.

Supervises Finance staff in the performance of auditing, grants management, and bank reconciliation.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Analyzes, addresses, and completes a wide variety of highly technical accounting transactions and processes.

Cross-trains on the Controller duties to be an assistant to, and a back up for, the Controller.

Performs and supervises petty cash and cash drawer audits to ensure compliance with the City's Cash Handling Policy.

Performs and supervises local lodger's tax audits.

Prepares a variety of complex accounting reports and ensures timely completion of monthly, quarterly, and annual standard reports including completion of regular and special request accounting projects; coordinates this activity with the Controller.

Assists in evaluating legal compliance of grants, financial administrative regulations, and state statutes.

Assists in monitoring of transactions and disbursements to ensure adherence to City policies including purchasing cards, travel, cash handling, finance regulations, and personnel regulations.

Verifies account numbers and work orders on reports, journal entries, and purchase requisitions.

Responsible for compiling data for City's Quarterly Report. Prepares report for printing as booklet. Distributes report and uploads to the City's web site.

Oversees monthly bank statement reconciliation process.

Develops and documents accounting policies and procedures.

Reconciles daily utility billing to ensure that all payments received posted correctly.

Maintains reporting requirements for state/federal grants.

Analyzes, addresses, and completes a wide variety of highly technical accounting transactions and processes.

Assists in management of staff development and completion of any other tasks that are necessary for the administration of the City's accounting systems including; training staff in proper accounting procedures and facilitating problem solving through group discussions.

Assists in the preparation of the annual Comprehensive Annual Financial Report (CAFR). Creates an Adobe file of report and uploads to the City's website.

Assists in coordinating office activities to facilitate the conducting of the annual audit by an independent outside auditor.

Provides technical evaluations and recommends procedures for the resolution of accounting/financial issues.

Daily on-line banking duties on Wells Fargo CEO system include inputting and/or sending ACH payments, preparing bank draft payments, reviewing payroll direct deposits, and positive pay verifications for all checks written on City bank accounts.

Accesses monthly banking files on-line and transfers to a specific file format for storage on the City's network.

Prepares annual census report and files on-line.

Resolves difficult accounting problems.

Prepares Department of Finance and Administration quarterly reports.

Prepares Region II HIDTA quarterly grant reports.

Reviews all Region II Department of Public Safety grant reports.

Performs Region II audits of confidential and petty cash funds.

Prepares quarterly Lodger's Tax reports. Prepares quarterly Travel Trends report for Lodger's Tax.

Works with the Staff Accountant I to close work orders and maintain fixed assets of the City.

Assists the Enterprise Accountant in maintaining the utility assets system including closing of work orders and maintaining the CPR system for assets.

Serves as a backup to the Staff Accountant I position and to the Enterprise Accountant position.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

May serve on various employee committees, as required and assigned.

Assists the Controller and Finance staff in other capacity as workload demands.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City of Farmington's Drug and Alcohol Testing Policy which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Graduation from an accredited college or university with a bachelor's degree in Business, Accounting or Finance, and three (3) years of experience in governmental accounting or any equivalent combination of education and experience sufficient to perform the duties of the position.

Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements, theories, and practices.

Knowledge of Governmental Finance Officers Association (GFOA) practices and principles.

Knowledge of governmental and FERC accounting standards, procedures, and practices.

Knowledge of City operating and expenditure accounts including work orders and municipality accounting regulation as promulgated by the State.

Demonstrated analytical and technical/computer skills using government accounting systems, and proficient in the use of personal computers and software packages, including specific knowledge of Excel, Word, and Lotus Notes.

Interest in team-building, strategic planning, organizational change and performance management.

Strong oral/written communication and systems development skills.

Dedicated, but flexible team player that utilizes good judgment and discretion.

Ability to maintain efficient and effective accounting systems and procedures.

Ability to operate personal computer software programs, specifically Word and Excel, and to use mainframe software programs (Sungard/HTE) to compile reports and store data.

Ability to communicate effectively.

Ability to work under stress and handle stressful situations.

Ability to meet deadlines.

Ability to operate tools and equipment listed.

Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.

Valid New Mexico driver's license with acceptable driving record for past three years.

TOOLS AND EQUIPMENT USED:

Ten-key / Internet / H T E Software / Wells Fargo CEO (Commercial Electronic Office Internet software / personal computer / Scanner / Shredder / Telephone system / Fax / Copier / Printers / Calculator / Software skills needed to perform daily duties include: Word, Excel, Quattro Pro, Word Perfect, Adobe, Lotus Notes, and IBM AS/400 governmental software

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 sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls;

and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a normal office setting. Noise level is usually quiet.
