

**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Accountant	DEPARTMENT: Finance
RANGE: Progression	DIVISION:
EFFECTIVE DATE: 01/2017	REVISION DATE: 02/2019
Exempt	

APPROVALS

 Department Head	 Human Resources Manager	 City Manager
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PURPOSE OF POSITION:

The Accountant position is a progressive track position. The position is responsible for the day-to-day maintenance of the financial records of the City, annual preparation of City financial reports, compliance with financial regulations, and completion of complex analytics. This is a self-directed position requiring the ability to interpret and apply complex accounting standards in accordance with Generally Accepted Accounting Principles and rate setting methodology. Those in this position are part of a team sharing in the essential job functions and report to the Accounting Manager.

ESSENTIAL JOB FUNCTIONS:

- Monitor daily general ledger entries (system generated entries and manually prepared entries) for appropriateness and completeness.
- Monitor and reconcile general ledger accounts.
- Prepare entries to the general ledger as assigned.
- Monitor compliance with sales tax collection and prepare monthly sales tax report to the Oklahoma Tax Commission.
- Prepare financial reports as needed for internal and external users.
- Prepare annual closing entries, schedules, and trial balances to be used in the preparation of the annual SUA Financial Report and the Comprehensive Annual Financial Report (CAFR).
- Perform data analysis.
- Rate analysis related to utility rates, other charges for services, and products.
- Assist the Accounting Manager in the preparation of the annual audited financial reports.
- Perform other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- Bachelor's degree in accounting, finance or closely related field.
- One year experience in accounting or finance for Accountant I.
- Refer to Career Path Progression Guide for full requirements.

SPECIAL CERTIFICATES, REGISTRATIONS & LICENSE REQUIRED:

- Valid driver's license. Must obtain Oklahoma license within one month of hire.

SKILLS, KNOWLEDGE, & ABILITIES REQUIRED:

- Ability to work independently in the absence of supervision.
- Ability to demonstrate professionalism with internal and external customers.
- Ability to prepare complete and accurate work.
- Ability to prepare and deliver educational and informational briefings and seminars.

- Proficient in Microsoft Word.
- Proficient in Microsoft Excel.
- Knowledge of basic accounting concepts and terminology.
- Ability to communicate clearly and concisely in verbal and written form.

PHYSICAL/MENTAL REQUIREMENTS:

- Dexterity to operate keyboard as well as other office equipment necessary in order to accurately perform the essential functions of the position.
- Near visual acuity in posting figures and in transferring information from one source to another; data entry operations, etc.
- Mental acuity for attention to detail and accuracy and numerical ability required for preparation of various reports.

ENVIRONMENTAL CONDITIONS & SAFETY CONCERNS:

- General office safety procedures are to be followed.

JOB LOCATION:

- Job is to be performed primarily indoors at City Hall and in the various departments located therein and elsewhere in the City as needed.
- Travel as required to attend training and professional development.