

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	None	REMOTE WORK ELIGIBLE	No
DEPARTMENT	Finance	DEPARTMENT NUMBER	625
REPORTS TO (TITLE)	Finance Director	JOB FAMILY	Accounting
PAY GRADE	4	DATE OF LAST REVIEW	August 2023

NATURE OF WORK
The first level of the Accounting Series is responsible for performing wide range of specialized financial support duties to ensure the accuracy of accounting and financial records and compliance with standard accounting practices and statutes. Responsibilities may include data entry, balancing department accounts; reconciling accounts; clarifying discrepancies in financial records; performing tax collections; reviewing financial reports; processing and reviewing various accounts receivable transactions; and responding to a variety of inquiries about financial information.

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Maintains all aspects of accounts payable/receivable, payroll, grant funds, insurance, and/or related accounting information. This may include purchase dates, costs, tax status, new hires, salary/wage increases, and/or invoice documentation.
2.	Maintains all aspects concerning contracts, finance inventories, insurance costs, losses and control recommendations; ensures technological advancements in accounting and financial storage progression.
3.	Responsible for monthly/quarterly reports, monitoring and compliance review of finances and performance activity; Prepares reports to committees and other organizations; Coordinates and oversees the auditing, monitoring and scheduling of reports of various departments.
4.	Oversees preparation of payrolls, paid leave and holiday pay, compensatory time, and computing overtime; prepare payroll surveys for Federal and State governmental agencies as requested.
5.	Receives, inspects, and examines reports and documents for quality assurance such as, checking invoices for correctness, approving and processing for payment.
6.	Analyzes and assesses late payment fees, assign past due accounts to collection agency, and analyze past due account and preparation of annual listing for write- offs.
7.	Maintains credit card terminals and cash drawers, including frequent cash counts and machine inspections.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Finance Department may be responsible for:

- Assists with the preparation of monthly financial statements;
- Reconciles payroll and general checking accounts;
- Assists with updating the fixed assets records;
- Daily cash balance;
- Assists in customer payments.
- Assists with coordinating, attending, and representing the City in governmental meetings related to grants and financial services;
- Addresses governing bodies, governmental agencies and state/federal officials.

DIRECTION PROVIDED

No supervisory responsibilities.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

Associate's degree in accounting, business management, finance or related field.

AND

2 years in an account or accounts payable/receivable position.

OR

Equivalent combination of education and experience.

LICENSING / SPECIAL REQUIREMENTS

None

SKILL/ABILITIES REQUIREMENTS

- Modern office procedures and equipment;
- Recordkeeping principles;
- Mathematical concepts;
- Data collection and interpretation;
- Basic budgeting principles;
- Microsoft Office Suite (Word, Excel, etc.);
- Computers and related software applications;
- Collect and compute mathematical information;
- Read, analyze and interpret financial and statistical reports;
- Creating and/or maintaining financial records and data;
- Calculate financial statements, ratios, proportions and percentages;
- Maintaining confidentiality;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting most of the time. Walking and standing are required only occasionally.

CLASSIFICATION HISTORY	
DATE	COMMENT
August, 2023	Draft prepared by CHM

EEOC
<i>The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.</i>

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.