



DATE	May 2023
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Accountant/Analyst
 DEPARTMENT/DIVISION: Finance
 REPORTS TO: Controller/CFO/Treasurer

SUMMARY: Responsible for performing entry level professional financial, accounting and budget management analysis work such as reconciling general ledger accounts, processing internal allocations, preparing financial reports, assisting with the annual audit, providing annual budget support, investment and cash management support, debt issuance support, and performing research and analysis related to management objectives. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Performs a variety of reconciliations and prepares related reports on applicable financially related activities.
- Prepares a variety of monthly allocations and calculations and prepares related journal entries.
- Participates in preparing annual work papers and prepares related journal entries.
- Participates in preparing the City’s annual budget and related supporting documentation.
- Performs budget analysis activities. Coordinates the City’s community service funding program.
- Participates in analysis activities associated with managed competition studies.
- Coordinates performance management plan maintenance and reporting.
- Participates in a variety of special projects in support of departmental operations.
- Participates in managing banking operations.
- Participates in managing the investment of city funds
- Participates in debt issuance and management.
- Performs other duties as assigned.

POSITION SPECIFIC JOB FUNCTIONS:

Treasury

- Reviews and reconciles daily bank activity in order to monitor the City’s daily cash flow and liquidity; reviews all bank documentation in order to provide support to other City’s departments and resolve complex issues; determines overnight investable funds and transfer funds for purchase/sell of overnight investments; enters wires in the bank’s application on behalf of other City departments.
- Monitors bank balances to ensure compliance with collateralization requirements; determines collateral required amounts per City’s policy; and requests additional collateral from banks as needed.
- Reviews bank account analysis statement to ensure accuracy of monthly fees charge to the City and allocates fees for accounting and payment processing; prepares monthly and annual

- analysis on bank services, transactions, and fees; prepares the annual budget for bank fees.
- Manages the bank depository through the solution of low to medium complex issues and requesting changes and updates in existing services; administers the bank application by creating users and editing existing users access to bank services and reports; learns the best methods and techniques to resolve highly complex issues and implement new services and technologies.
- Enters investment data into the City's investment management software; verifies safekeeping trade confirmations to ensure accurate settlement.
- Prepares and reconciles month-end reports and monthly journal entries to ensure accurate reporting to accounting. Prepares monthly quarterly and annual portfolio reports using both tracking software and Microsoft Excel and prepares presentation for Council.
- Conducts reviews and analysis of investment offerings and official statements, obtaining market information; contacting brokers / dealers for security quotes and investing City funds as required.
- Conducts analysis of expected short-term and long-term revenues and expenditures to ensure liquidity to fund the City's obligations and to determine investment transactions in accordance to City's policy
- Monitors, reviews, and responds to all the credit cards disputes and information retrieval requests while working closely with the departments; performs and documents an annual inventory for all the credit card readers and terminals in City's possession.
- Reviews credit card processor and gateway statements to ensure fees, interchange and discount rates charged monthly to the city are correct; allocates fees to departments for accounting and payment processing; performs monthly and annual analysis on credit card related collections and fees; prepares the annual budget for credit card related fees and convenience fees.
- Acts as a liaison between departments and credit card processor and gateways resolving low to complex issues or discrepancies; creates users and edits existing user profiles in credit card processor applications and gateways as needed.
- Manages the relationship with the credit card processor and gateways to ensure resolution of low to medium complex issues; learns the best methods and techniques to resolve highly complex credit card processing issues, implementation of new products, merchants, and gateways; assists in the implementation and annual compliance audit of Payment Card Industry Data Security Standards (PCI DSS) program.
- Assists in all aspects of the debt issuance and debt management process; responsible for several sections of the official statements and credit rating agency materials; prepares debt service payment schedules and enters debt wires in the bank's application; assists the City Treasurer in the preparation of the debt service funds budget; prepares the City's continuing disclosures documentation.
- Assists the City Treasurer in preparing requests for proposals for Treasury related services, preparing and monitoring the Finance administration annual budget, preparing on demand reports, debt and financial analysis, and presentations, administration of the Treasury division's operations, and preparing the Treasury division's year-end and audit workpapers.
- Monitors the contract management of all Treasury Division's vendors and consultants to ensure compliance with the city's policies and state and federal regulations.
- Coordinates all aspects of the Treasury Division's records retention program; keeps inventory of all electronic and physical records; coordinates destruction and retention in accordance with City policies and state and federal laws.
- Creates and maintains procedures related to all Treasury division's operations; maintains the

- City's Treasury division external and internal web page.
- Serves as backup to the budget division for the monthly sales tax report and some accounting reconciliations.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of governmental accounting principles and practices and Generally Accepted Accounting Principles (GAAP);
- Knowledge of local government budgeting principles and practices;
- Knowledge of management principles;
- Knowledge of research and analysis methods;
- Basic knowledge of bank and cash management procedures and internal controls
- Basic knowledge of investment vehicles, terminology and procedures.
- Skilled in preparing journal entries;
- Skilled in performing mathematical calculations;

- Skilled in recording, analyzing, verifying, reconciling, and reporting accounting transactions and accounts;
- Skilled in preparing clear and concise statements and reports;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in working with large electronic documents;
- Skilled in conducting benchmark surveys;
- Skilled in conducting best practice research;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance, or a related field.
- One year of experience in finance, accounting, investments, cash management or budgeting.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Credit record check
- Must pass motor vehicle records check.