



City of Gregory

Job Description

Job Title: **Bookkeeper III (Accountant)**

Pay Hourly: **\$14.25 to \$19.05**

FLSA Status: **Non-Exempt**

GENERAL SUMMARY:

Performs professional accounting duties of moderate difficulty in the establishment and maintenance of accounts and records; prepares, researches, and analyzes accounting data; prepares intermediate level reports and financial statements; follows city-wide and departmental accounting procedures, directives, and guidelines in researching and analyzing financial data and account status; and prepares a variety of accounting reports.

RESPONSIBILITIES:

- Prepares asset, liability and capital account entries by compiling and analyzing account information.
- Prepares financial statements and/or special reports by preparing balance sheets and income statements and reports; collects, analyzes, and summarizes account information and trends.
- Presents written and oral summaries of analytical research and findings to management and examines financial data to assist in management decisions.
- Reviews daily cash transactions for accuracy; balances accounts to appropriate funds; reconcile and/or make corrections.
- Prepares journal document entries to transfer, adjust and/or correct computerized accounting records; ensures accuracy and completeness of entries; enters transactions into accounting system.
- Audits cash receipts and/or refunds issued for the department or various departments.
- Performs fund and accrual accounting for various funds; prepares reports to collect payments and to ensure refunds are entered into the proper accounts; reviews payment vouchers for accuracy and completeness.
- Performs related work as required.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of 18 hours in Accounting.

EXPERIENCE:

One year of experience as an Accountant Associate or a professional accountant is required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:Direct Supervision:

No direct reports.

Indirect Supervision:

No indirect reports.

CONTACTS:Internal Contacts:

Level of internal contact is primarily with the staff. Interaction involves routine information exchange and/or simple service activity requiring moderate tact and cooperation..

External Contacts:

Level of external contact is primarily with lower-level representatives and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There is only a slight source of discomfort from exposure to less-than optimal temperature and air conditions. This position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal are required.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Administration.