

Position Description

Position Title: Accountant
Department: Finance
Division: Finance
FLSA: Exempt
Retirement: KPERS
Effective Date: June 7, 2022

GENERAL PURPOSE

Performs routine accounting work primarily processing payroll, accounts payable, requisitions, purchasing cards and purchase orders, but also other accounting functions as necessary. Performs a variety of accounting and reporting activities necessary to payroll, accounts payable and other accounting functions. Assists with the long-term financial plan, year-end process and audit.

SUPERVISION RECEIVED

Works under the general supervision and direction of the Deputy Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

Payroll

- Prepare payroll on a bi-weekly basis and maintain employee master files as necessary.
- Verify time entry; process direct deposit and pay card submissions to the appropriate banks.
- Complies with orders for withholding for garnishments, child support, IRS levies and student loans.
- Manages retiree health benefit accounts.
- Manages the Fire and Police Pension Plans, including providing updated pension information to KPERS' actuary when required; maintaining pensioner master files; sending pension payment schedules, 1099R's and checks to pensioners; and serving as the City's point of contact for pensioners.
- Generate appropriate withholding and benefit payments and initiate the work flow process in the financial system so that payments are submitted in an accurate and timely manner. Payment of various payroll deductions include state and federal withholdings, ICMA, KPERS Basic Life, KPERS and KP&F optional group life and AFLAC.
- Update leave balances and submit to department directors. Notify Assistant Finance Director of potentially large sick and/or vacation buyouts for inclusion in budget.
- Process monthly, quarterly, annually or as-needed reporting required for Federal and State income taxes, unemployment insurance, Social Security and Medicare withholdings, KPERS, KP&F, 941 and other payroll reporting requirements in accordance with federal, state and local regulations along with year-end reporting for W2's and 1099R's.
- Post payroll accruals at year end. Provide payroll-related assistance to auditors.
- Other payroll responsibilities as required.

Accounts Payable Processing

- Review, edit and process all invoices entered into the financial system for payment; review for compliance with internal control policies and procedures, accuracy and appropriate supporting documentation.
- Calculate per diem amounts on overnight travel requests in accordance with the City Travel Policy.
- Prepare invoices received by the Finance Department.
- Generate, print, and distribute accounts payable checks, EFT's or wires on a weekly basis; generate, print, and distribute claims data and reports for the commission agenda on a biweekly basis.
- Research and reconcile vendor statements.
- Process invoices for all departments who receive an "over budget" notification
- Prepare year end accruals.
- Research vendor files to ensure appropriate 1099 status; initiate or make necessary corrections and prepare year-end 1099 statements.

Purchasing Card Administration

- Facilitate issuance of purchasing cards to approved cardholders, maintain appropriate files on individual cardholders to whom cards have been issued and conduct training for first time cardholders prior to issuance of cards.
- Process temporary changes to purchasing limits, as approved by the Finance Director.
- Assume responsibility for distribution of individual purchasing card statements to cardholders, review electronic reconciliations received from cardholders for accuracy, timeliness, and adherence to the Purchasing Card Policies and Procedures, reconcile to the master purchasing card statement, and serve as liaison between cardholders and the bank on all disputed charges.
- Report and process all lost or stolen cards immediately upon notification from cardholder. Cancel all cards for terminated employees or for employees whose duties no longer require purchasing card.
- Process payment in a timely manner so that it will be made to the bank without interest charges or penalties.

Purchase Order Processing

- Review and edit all requisitions submitted to Finance for accuracy of vendor information, account distribution, calculated amounts, whether or not the threshold for capital assets are met and for compliance with internal control policies and procedures, including verification of appropriate authorizations and completeness of supporting documentation.
- Approve requisitions so they may be processed through the workflow and be converted to purchase orders in a timely manner.
- Review and edit all invoices associated with purchase orders to determine the need for change orders. Notify the applicable department and process change orders as necessary.
- Review the Open Purchase Order register on a regular basis to determine whether they need to be liquidated, updated or whether there are any other irregularities.

Peripheral Duties

- Assist with journal entries; Assist with long-term financial plan; Assist with billing as needed; Assist with budget document, as needed.
- Be the back-up for procurement responsibilities.
- Assist with other accounting duties as needed.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Associate's degree in accounting, business, finance or closely related field; OR high school diploma or equivalent with current FPC or CPP certification; OR an equivalent combination of education, training and experience.
- (B) Minimum of two (2) years of continuous experience in payroll.
- (C) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Payroll practices and procedures; internal control procedures.
- Governmental Accounting, Auditing, and Financial Reporting procedures and systems.
- Purchasing methods and procedures.
- Laws and ordinances governing the purchase of goods and services.
- Business math, Business English, spelling and general clerical responsibilities.
- Personal computers and associated word processing, spreadsheets and database software; proficient with Microsoft Word and Excel.

Skills:

- Must be detail oriented and highly organized.
- Excellent interpersonal skills.
- High level of public relations and public speaking skills.
- Display effective time management skills and high level of self-motivation.
- Possess effective verbal and written communication skills.
- Skill in operation of the listed tools and equipment.

Ability to:

- Maintain accounting records and to prepare reports and statements; Perform accounting duties efficiently and accurately; Use analytical reasoning and problem solving.
- Create and modify Excel workbooks at an intermediate level.
- Perform payroll and accounting duties efficiently and accurately; Maintain confidentiality.
- Function effectively with minimal instruction; Understand and carry out oral and written instructions.
- Make and verify complex and varied arithmetic computations and tabulations.
- Develop and maintain effective working relationships with the public, outside agencies, departmental personnel, vendors and other City employees.
- Be detail-oriented and highly organized.
- Work under pressure and deadlines.

DESIRABLE QUALIFICATIONS

- (A) Bachelor's Degree in accounting, finance, business or related field.
- (B) Three (3) or more years of specialized course work in accounting, accounts payable, payroll, purchasing or a related field.
- (C) Three (3) years of continuous experience relating to municipal accounts payable or payroll.
- (D) Working knowledge of Generally Accepted Accounting Principles and double entry accounting theory.
- (E) Experience with Munis financial software.
- (F) Experience working with Kansas payroll regulations and reporting requirements.

TOOLS AND EQUIPMENT

Personal computer, including Microsoft Office, word processing, spreadsheet and data base software; financial software; printer; 10-key calculator; copy machine; fax machine; scanner; typewriter; multi-line telephone system.

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 operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds, and must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, 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 noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written/practical examination or other job-related tests, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

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.

The position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date