

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Accountant I	BAND/LEVEL:	Prof I
DEPARTMENT:	Finance	JOB NO:	2100
DIVISION:	Finance & Accounting	DATE:	3/25/12
REPORTS TO:	Asst. Chief Financial Officer	FLSA STATUS:	NE
FULL-TIME: _____	XXPART-TIME: _____	TEMPORARY: _____	COST CENTER: 152

REPLACES:	Accountant I	DATE:	7/19/2011
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JOB SUMMARY STATEMENT: Performs accounting functions of variable complexity such as: prepares analysis, journal entries and reconciles account balances with appropriate records; prepares reports in accordance with accounting procedures; and prepares monthly bank reconciliation and proof of cash on all city bank accounts. Directs and monitors the activities of the purchase card program. Assists in the investment of idle city funds; maintenance of the City's cash management program; and preparation of the City's Comprehensive Annual Financial Report. Performs reviews and analyses of all types of accounting data.

DUTIES AND RESPONSIBILITIES:

General Ledger

1. Assists in developing, maintaining and monitoring of the City's Financial accounting system (E1).
2. Performs reviews and analyses of all types of accounting data.
3. Monitors capital projects, maintains project accounting records, and coordinates financial administration of projects with other departments. Reviews bid contracts, change orders and other project related data to maintain current information. Directs the billing other governments/agencies for share of capital project costs.
4. Assists in preparation of financial data for month-end close, including reconciling monthly unallocated revenue.
5. Prepares journal entries, and reviews and reconciles general ledger account balances with appropriate records.

Banking/Investments

1. Assists in administration of City's cash management and investment program. Forecasts cash flow and determines optimal investment levels through guidance of the investment clerk and contact with financial institutions. Ensures adequate pledge securities for City investments.
2. Assists in administration of city bank accounts through daily reconciliations. Works with financial institutions to resolve problems and questions and identify ways to meet the city's banking needs. Implements changes as appropriate.

Reporting

1. Prepares reports in accordance with accounting procedures.
2. Assists in the preparation of the City's Comprehensive Annual Financial Report in conformance with generally accepted accounting procedures. Works directly with CPA audit firm.
3. Maintains the City outstanding debt schedules and records for each Industrial/Economic Revenue Bond Issue.
4. Reconciles bond and interest payments and prepare appropriate journal entries for bond and interest payments and note proceeds.
5. Monitors Economic Revenue Bond activities. Issues written request of fees due and collect administrative fees, certificate of insurance.
6. Prepares reports of cost, financial and statistical data for management and staff; state, federal and county government; financial advisors, auditors, national surveys and questionnaires.

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7. Monitors grants and processes drawdown requests as necessary.

Revenues

1. Coordinates Business Improvement District billings and changes.
2. Monitor Cellular Tower rental agreements and payments.

Administrative

1. Directs the purchase card program and monitors purchase card activities.
2. Coordinates payment of the City's property taxes and maintains property exemption information.
3. Performs liaison activities with accounting supervision and personnel of other departments
4. Provides support to outside departments on finance-related issues.
5. Prepares the certification of special assessments to County for inclusion on the tax rolls. Assists with reapportionment of assessments as properties within improvement districts are divided and certify new assessed amounts to County Clerk.
6. Cross trains staff members in job duties and provides backup as required. Keeps backup personnel informed of changes in duties and procedures

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with peers, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in accounting, business administration or a related field with an emphasis in accounting; or, an equivalent combination of formal education and experience.

EXPERIENCE:

One to three years of accounting experience including maintenance of financial and accounting records and reports with knowledge of fund accounting techniques, concepts, practices and procedures preferred, or an equivalent level of experience.

SKILLS:

1. Effective oral and written communication skills.
2. Good listening skills.
3. Ability to perform basic math and accounting skills.
4. Ability to operate calculator, adding machine, typewriter and personal computer.
5. Ability to apply accounting and bookkeeping procedures.
6. Organizational skills.
7. Analytical skills.
8. PC computer skills.
9. Working knowledge of windows-based word processing spreadsheet software applications.
10. Data entry.
11. Manual dexterity.
12. Ability to work in environment with constant interruptions.

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MENTAL REQUIREMENTS:

1. Ability to understand mathematical concepts to include simple arithmetic and accounting math.
2. Ability to comprehend computer software principles.
3. Ability to work independently.
4. Ability to apply abstract and logical reasoning to daily work.
5. Ability to work under pressure.
6. Ability to read and understand city, state and federal policies and regulations.
7. Ability to compile accurate information/data within a specified time period.
8. The ability to exhibit tact and diplomacy when dealing with the general public.
9. Ability to understand and apply various accounting personal computer software applications.

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to input computer, calculator, typewriter and copy machine.
2. Visual stamina and acuity to review numerical data daily and to spend long periods looking at computer screen.
3. Ability to make and receive phone calls.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.