

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Accountant II	BAND/LEVEL:	Prof II
DEPARTMENT:	Finance	JOB NO:	2120
DIVISION:	Finance & Accounting	DATE:	1/16/15
REPORTS TO:	Asst Chief Financial Officer	FLSA STATUS:	EX
FULL-TIME:	XX	PART-TIME:	
TEMPORARY:		COST CENTER:	152
REPLACES:	Accountant II	DATE:	7/19/2011

JOB SUMMARY STATEMENT: Performs accounting functions of variable complexity such as: performs financial analysis; coordinates or assists in the preparation of the City's Comprehensive Annual Financial Report; assists in the development of the City's annual operating budget, the five-year Capital Improvements Program, and the sale of general obligation bonds. Forecasts city revenues and expenditures and prepares various types of financial reports.

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. Reviews proposed journal entries to the City's general ledger for appropriateness.
4. Monitors capital projects, maintains project accounting records, and coordinates all aspects of financial administration of projects. 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.
5. Coordinates, directs and performs the monthly/quarterly funding of the Overland Park Convention Center and Convention & Visitor Bureau.
6. Coordinates, directs and performs the recording of Overland Park Convention Center contributed capital and fixed assets with the City's Financial accounting system (E1).
7. Prepares Ad Hoc analyses as needed.
8. Prepares journal entries, and reviews and reconciles general ledger account balances with appropriate records.
9. Coordinates, directs and performs preparation of financial data for month-end close.

Banking/Investments

1. Directs banking program and oversees city bank accounts. Coordinates review and improvement of city's banking arrangements. Works with financial institutions to resolve problems and questions and identify ways to meet the city's banking needs. Implements changes as appropriate.
2. Directs 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.
3. Reconciles all revenues, expenditures, journal entries, and adjustments recorded in fund reports. Completes proof of cash reports. Reports all adjustments to assets and liabilities where receipts or checks have been posted. Reports all reconciling items due to error in posting. Adds supporting documents to reconciliation. Submits reports to supervisor.

Reporting

1. Prepares reports in accordance with accounting procedures.
2. Coordinates, directs and assists with various projects such as: annual audit, special project requests from departments, financial analysis, trend reports, cost recovery study, and general information.

3. Coordinates, directs and assists with in the preparation of the City's Quarterly Financial Treasurer's Reports and Comprehensive Annual Financial Report in conformance with generally accepted accounting procedures. Works directly with CPA audit firm.
4. Reviews new accounting pronouncements or issues that relate to government and determines impact on the City. Communicates new accounting pronouncements or issues to Finance & City Manager personnel.
5. Assists in developing the City's annual operating budget. Interacts with department directors and other City management personnel by providing budgetary guidance, reviewing submitted budgets, and overseeing the preparation of working papers and legal documents.
6. Assists in developing the City's five-year Capital Improvements Program.
7. Assists in the sale of general obligation bonds including preparation of offering statements, acceptance of bids, preparation of appropriate financial reports, requests and receipt of legal opinions, registration of bonds, submission of transcripts to the Attorney General, preparation of information for rebate calculations.
8. Coordinates, directs and prepares reports of cost, financial and statistical data for management and staff; state, federal and county government; financial advisors, auditors, national surveys and questionnaires.
9. Coordinates, directs and prepares interim financial statements, reports and records by collecting, analyzing and summarizing account information.

Revenues

1. Forecasts city revenues and expenditures based on past, present and expected operations. Determines appropriate models to develop forecasts by evaluating current receipts received and expenditures by examining prevailing financial conditions and measuring past performance. Informs management of significant changes in forecasts and potential impacts. Assimilates current forecasted revenues into the five-year revenue forecast.
2. Maintains financial records of letters of credit, escrow payments and excise tax revenues received.
3. Prepares the certification of special assessments to County for inclusion on the tax rolls. Coordinates recalculation of special assessments arising from respreads. Coordinates both the reapportionment and recalculation of special assessments when property within improvement districts is divided.
4. Reviews daily reports received from golf courses, community centers, municipal court and other departments. Checks reports for accuracy against E1 ledger totals. Verifies all revenues are deposited into appropriate account. Maintains spreadsheets of revenues and reconciles to bank transfers and statements. Prepares cash receipts for the transfer of activity funds into unallocated revenue account. Prepares journal entries crediting and/or debiting revenue account.

Administrative

1. Directs the purchase card program and monitors purchase card activities.
2. Performs liaison activities with accounting supervision and personnel of other departments/contracted entities.
3. Provides support to outside departments on finance related issues.
4. Cross trains staff members in job duties and provide 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 subordinates, 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. CPA or Master's degree preferred.

EXPERIENCE:

Three to five years of increasingly responsible accounting experience including general accounting, government and fund accounting, 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. (Windows-based word processing and spreadsheet software skills).
9. Data entry.
10. Manual dexterity.
11. Ability to work in environment with constant interruptions.

MENTAL REQUIREMENTS:

1. Ability to understand mathematical concepts to include complex arithmetic and accounting math.
2. Ability to comprehend computer software principles.
3. Ability to train and guide others.
4. Ability to work under pressure and time deadlines.
5. Ability to compile accurate information/data within a specified time period.
6. Ability to exhibit tact and diplomacy when dealing with the general public.
7. Ability to plan and organize.
8. Ability to read and understand City, state and federal policies and regulations.
9. Ability to analyze situation and apply appropriate accounting theory and practice.
10. Aptitude to understand and apply various accounting personal computer software packages.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Hand and eye coordination adequate to input computer, operate "mouse" with various software packages, calculator and fax machine.
3. Visual stamina and acuity to review numerical data daily and to spend long periods looking at computer screen.

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.