

Job Title: Staff Accountant / Procurement Officer

Location: City Hall

Job Type: Full Time

Department: Finance

Reports To: Finance Director

Starting Salary:

SUMMARY DESCRIPTION

Under supervision of the Finance Director performs a wide variety of responsible clerical and technical accounting work involved in performing financial record keeping and reporting duties in support of assigned accounting system, function, or program area including in the areas of accounts procurement, accounts payable, cash management; provides information and assistance to the general public and City departments; maintains files and records; and performs a variety of clerical tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

- Prepare, maintain, and/or verify a variety of accounting, financial, and statistical records, ledgers, logs, and files; gather, assemble, tabulate, enter, check, verify, balance, adjust, record, and file financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolve discrepancies; establish and maintain various files and records.
- Perform data entry, post receipts and other information to various city accounts and funds.
- Assist in the preparation of financial, accounting, and statistical statements, analyses, documents, and reports; assist other accounting staff and Finance Director in the preparation of reports; gather and organize data.
- Prepare daily City deposits and post appropriate journal entries.
- Reconciling all city bank statements and report any discrepancies to the finance director.
- Oversee the procurement of goods and services for the city.
- Manage and maintain all records related to procurement, estimates, and bidding procedures.
- Work closely with other departments to ensure efficient and complaint procurement processes.
- Perform related duties as required.

QUALIFICATIONS

Knowledge:

- Basic principles and procedures of financial record keeping and reporting.
- Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Basic mathematical principles.
- English usage, spelling, grammar, punctuation at an advanced level.
- Administrative research techniques, sources, and availability of information.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Perform a variety of clerical accounting and office support duties and activities in support of assigned function.
- Perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain, and reconcile a variety of records and files.
- Understand the organization, operation, and services of the city and of outside agencies as necessary to assume assigned responsibilities.

- Communicate clearly and concisely, both orally and in writing.
- Deal successfully with the public, in person and over the telephone, respond tactfully, clearly, and courteously to issues, concerns, and needs.

Education Guidelines

Education/Training:

Associates degree or greater in accounting or related course of study.

Experience:

Three (3) years fund accounting experience

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.