



Job Description

Job Title: Accountant

Department: Finance

Education Required:

Bachelor's Degree in Accounting; At least 2 (2) years of progressive accounting experience.

Type of

Position:

- ☒ Full-time
- ☐ Part-time
- ☐ Intern

Hours: 40 hours/week

Over-time may be required on occasion
☒ Exempt
☐ Nonexempt

General Description:

Under general supervision of the Finance Director/Treasurer, perform professional level accounting duties and apply technical skills to the maintenance and reporting of the Village's Financial transactions, assisting with month and year end closing, perform monthly bank reconciliations, processes and creating journal entries, producing audit information. Working with employees and customers, answering questions and resolving issues. Other duties including completing a variety of general clerical tasks, as assigned.

Essential Functions of the job:

- Assist utility billing, accounts payable and receivable with questions, and inquiries, responding to resolve complaints, reviewing work performed and preparing reports and documents.
- Assist with the preparation of audit work papers for the annual audit by reviewing information, researching files and providing reports and miscellaneous information.
- Assist with month and year end procedures by analyzing information, creating reports and monitoring and reviewing journal entries.
- Reconciles general ledgers and bank statements by ensuring all debits and credits are correct and posted.
- Able to analyze general ledger for outstanding issues, incorrectness and make appropriate changes under the direction of Finance Director.
- Independently handles a variety of special projects.
- Provide support to cashier, utility billing and accounts payable and receivable.
- Assist the Finance Director with monitoring departmental expenditures, and special projects.
- Review payroll reports for accuracy, verifying pay changes and deductions before sending for processing.
- Other duties as assigned.

Safety and Risk Management Responsibilities:

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

Knowledge and Skills:

Comprehensive skill, experience, and knowledge in the following: Accounting principles/practices and office procedures; use of the personal computer, cash register, and other related data entry devices; dealing tactfully and courteously with the general public including business licensees; interpreting and following oral and written instructions; use of office equipment (typewriter, calculator, etc.); dealing with all Village employees, vendors and the general public.

Supervisory Responsibilities: This position does **NOT** require supervisory responsibilities.

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

Communication - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

Adaptability – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

Project Management - Communicates changes and progress; Completes projects on time and budget.

Computer Skills: Working knowledge of Microsoft Office Products with high proficiency in use of "Excel" spreadsheets.

Physical Demands:

Read, understand, use and file records; sit in front of computer terminal screen for up to four hours at a time.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must lift and/or move up to 25 lbs.

Work Environment:

The noise level in the work environment is usually moderate.