

CITY OF CRESTON
JOB DESCRIPTION

JOB TITLE: ACCOUNTING MANAGER

REPORTS TO: CITY ADMINISTRATOR

FUNCTION: Reporting to the City Administrator this position is responsible for the accounts payable/receivable, and the accounting functions of the City of Creston. This position may also perform the duties of the City Clerk, in the absence thereof.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Prepares month-end bank account reconciliation, journal entries, and related reports/schedules.
- Prepares monthly, quarterly, and annual financial and budget reports.
- Works with City Administrator on annual budget.
- Issues/enters purchase orders.
- Maintains investment reports.
- Prepares State and Federal reports including road use reports and TIF reports.
- Conducts internal audits and works with City Administrator to develop policies.
- Maintains the City's financial accounting software.
- Performs notary work
- Performs the duties of City clerk, in clerk's absence.
- Shall answer phone calls, order office and janitorial supplies and other duties related to maintaining city hall.
- Other duties as assigned.

QUALIFICATIONS AND SKILLS:

Bachelor's degree from an accredited institution in accounting, finance, public administration, business management, or related field. Experience in governmental accounting and budgeting on Incode Software is preferred. Ability to understand governmental accounting; ability to establish and maintain effective working relationships with co-workers and the public, ability to read and post numerical data with speed and accuracy, ability to operate standard office equipment and software, ability to understand and following policies and procedures, ability to accurately handle accounting functions, and ability to deal tactfully with the public and handle sensitive information professionally.

WORKING CONDITIONS:

Works in an office environment.

EQUIPMENT USED:

Standard office equipment and software.

PHYSICAL REQUIREMENTS:

Must be sighted.

Must be able to hear normal conversation.

Must be able to speak at a normal rate of conversation.

Must be insurable.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. The City of Creston reserves the right to change, modify or combine duties and positions when it is deemed to be in the best interests of the department.

DETAILED WORK RESPONSIBILITIES

GENERAL LEDGER ACCOUNTS:

- Using data from various sources, the Accounting Manager shall make general ledger entries, reversing entries, post adjustments, and develop monthly reports as required by the City Administrator, Council and Auditor. On a year-to-date/monthly basis, budget reports reflecting revenues and expenses shall be developed. Post numbered receipts and automatic deposits according to deposit date. Closes the general ledger at year end.

BUDGET/AUDIT:

- The Accounting Manager shall assist the City Administrator/Finance Director with the yearly budget preparation as well as budget amendment. The Accounting Manager shall post all costs to the budget reports on a continual basis, producing monthly budget financial reports. The Accounting Manager shall provide information for the Auditor's use in preparing the annual audit, and required year-end journal entries.

CHECKING ACCOUNTS/BANK RECONCILIATION:

- The Accounting Manager shall balance the checking/savings accounts. Monthly bank reconciliation of all deposits and checks for all departments will be posted and reconciled monthly. Track balances in all checking and savings accounts, advise City Clerk when cash transfers are needed.

PURCHASE ORDERS:

- Verify and/or assign general ledger numbers for purchase orders after receipt of properly submitted requisitions from the department head. Receive and verify invoices to requisitions for goods and services after you have obtained approval from the department head for payments. Request proposals for materials and goods to assure cost effective purchases.

ACCOUNTS PAYABLE:

- Process manual checks on approval of the City Administrator, and post automatic payments to the accounting system. Process claims twice a month and prepare report for review by City Administrator. Prepare check authorization report for city council for regular claims and manual checks/debits. Assists in reviewing/updating current vendor contracts.

MISCELLANEOUS DUTIES:

- Responsible for setup and maintenance of cash basis fund accounting system. Maintain complete chart of accounts. Submit sales tax exemption forms to vendors as needed and keeping addresses and name changes current. Gathers data and completes the Street Financial Report. Keeps an account of the City's Capital Improvement Projects and Grant programs. Will be backup to City Clerk in his/her absence for council meetings and payroll.

CLERICAL DUTIES:

- Answer phone, filing, record retention and create/maintain forms manual. Order office and janitorial supplies. Change daily backup tape from the computer server; retain most current backup offsite in case of disaster.