

# CITY OF STEUBENVILLE

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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<b>Position Title:</b>	Finance Accountant	<b>Employee Name:</b>	
<b>Class Title:</b>	Finance Accountant	<b>Bargaining Unit Status:</b>	Excluded Non-Bargaining
<b>Dept./Div.:</b>	Finance	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Finance Director	<b>Status:</b>	Full-Time

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### **JOB RESPONSIBILITIES:**

Under general direction of the Finance Director, performs various clerical accounting tasks according to standard operating procedures (e.g., processing invoices, cash receipts and/or time cards, and completing related documentation and reporting functions, and any other duties required by the Finance Director). Performs other administrative tasks exercising independent judgment and discretion in order to assist with the efficient operation of the Finance Department (e.g., assists in researching and reporting for grant writing; etc.).

### **QUALIFICATIONS:**

Bachelor's degree from an accredited four (4) year college or university with a major in accounting or finance, and two (2) to five (5) years of progressively responsible accounting/finance experience including experience with computer applications involving the development and management of advanced spreadsheet and database programs preferred, plus experience in supervision, or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position. Experience with Visual Intelligence Portfolio, EGOV Professional, Crystal Reports, and other finance software utilized by City preferred. Must be able to be bonded.

### **ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:**

- 15-25% 1. Computes and analyzes financial data to maintain accurate records of City accounts and expenditures; compiles and prepares reports of income and expenditures; analyzes current financial status in relation to current budget, etc.
- 20-25% 2. Reconciles monthly bank accounts; prepares full reconciliation between bank accounts and financial reports; directly interfaces with City departments to document, with detailed explanations, all adjusting factors that are necessary to reconcile the books to the bank; prepares lists for outstanding checks and deposits in transit; obtains monthly copies of all bank memo entries and bank account transfers; prepares journal entries for last sweep of month; receives, identifies and assigns codes to all receipts; prepares monthly closing of financial data; performs annual closing at year end for all department data.
- 10% 3. Supervises the activities of lower level department personnel (e.g., schedules and assigns tasks; provides or assigns others to provide training; recommends discipline or corrective action (e.g., counseling or performance improvement plans) to Finance Department; provides input into employee performance evaluation ratings; prepares responses to grievances, etc.); oversees day to day field operations.
- 10% 4. Assists Finance Director with preparation analysis of various financial reports for City Council, City Manager, Mayor and other stakeholders; assists Finance Director with projecting expected revenue, strategic and draft appropriations and budgets; prepares quarterly financial analysis statements and year end statements; researches and prepares grant applications; etc.

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Date Adopted: \_\_\_\_\_

Developed by:

{8/3/2018 PDSTUCI00216056.DOCX}

Date Revised: \_\_\_\_\_

Clemans, Nelson & Associates, Inc.

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## POSITION DESCRIPTION

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- 10% 5. Under administrative direction of Finance Director, assists Finance Director in all areas of income tax collections using independent judgment in a fiduciary capacity to maximize monetary benefit to City (e.g., directly interfaces with residents, taxpayers and business entities to structure tax abatement settlements; uses RITA portal to process settlements; prepares necessary paperwork; analyzes abatement requests and works with Income Tax Review Board to approve, reject or prepare counterproposals; etc.).
- 5-10% 6. Types confidential correspondence and issues reports to City Management and Legislative Officials related to above duties; handles matters of a confidential or sensitive nature related to income tax collections, tax abatement settlements, and other financial matters; reviews documents for accuracy and completeness, files paperwork and documents according to protocols; etc.
- 5-10% 7. Assists Finance Director, State Auditors and Independent Auditors with City Audit and preparation of CAFR; assures accuracy of financial documents in accordance with city, state and federal laws (e.g. GAAP) etc.
- 5% 8. May serve as a member of City collective bargaining negotiations teams (e.g., prepares negotiations notes, prepares confidential financial costings and economic proposal evaluations; prepares materials for fact finding and conciliation hearings on behalf of City) etc.
- 5% 9. May be required to perform duties of lower level Finance Department staff as necessary; may be assigned other tasks as assigned by Finance Director.
10. Maintains required licensures, certifications, etc.
11. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
12. Demonstrates regular and predictable attendance.

## OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.
2. Assists with generation and maintenance of City policies and procedures.
3. Assists the City Manager with the duties of the Finance Director in absence of Finance Director.
4. Attends Council Meetings and public work sessions on behalf or in absence of Finance Director.

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### LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

### KNOWLEDGE, SKILLS, AND ABILITIES: (\* indicates developed after employment).

**Knowledge of:** generally accepted accounting principles (GAAP); basic accounting; GASB; audit requirements; applicable laws and State and Federal reporting requirements; finance; Microsoft Office; data processing techniques and procedures; database management; City and Department goals and objectives;\* City and department policies and procedures;\* manpower planning; government structure and process;\* budgeting; personnel administration; payroll practices and procedures;\* hardware and software utilized by the City.\*

**Skill in:** computer operation and all related software (e.g., Visual Intelligence Portfolio, EGOV Professional, Crystal Reports, Microsoft Office, Adobe, etc.); use of modern office equipment.

**Ability to:** interpret extensive variety of technical material in books, journals, and manuals; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; calculate fractions, decimals, and percentages; prepare accurate documentation; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; proofread technical materials, recognize errors, and make corrections; apply management principles to solve agency problems.

### EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Computers, calculator, printers, copy machine, fax machine/scanner, telephone, postage machine, and other modern business office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee is required to lift, carry, push, and pull file boxes up to twenty (20) lbs; the employee may occasionally experience hostility from the general public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

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(Employee Signature)

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(Date)

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