
ACCOUNTANT I

General Statement of Duties:

The Accountant I is responsible for assisting the Accounting department with data entry, processing, recording transactions, updating the ledger, assisting with audits and preparing budgets and reports.

Essential Job Duties

- Track expenses and evaluate budgets
- Post Financial data to accounts, including capital asset acquisitions and disposals
- Prepare reports and projections based on financial data
- Perform monthly reconciliations including reconciling the capital asset subsidiary ledger and construction in progress tracking schedule to the general ledger
- Administer the capital asset function including monitoring appropriate internal controls and procedures
- Verify inventory and make necessary adjustments in the accounting system
- Administer the fixed asset function including developing and monitoring appropriate internal controls and procedures
- Maintain monthly construction in progress tracking schedule
- Review all council resolutions for project appropriations and establish and monitor capital projects within the accounting system
- Close out projects upon completion
- Prepare project status report on a monthly basis
- Record daily deposits for EMS and Property Tax
- Record monthly depreciation for all capital assets
- Assist the Finance Director and the Asst Finance Director with all audits
- Perform basic office tasks like filing, data entry, mail processing and answering calls
- Conduct basic bookkeeping and administrative tasks
- Other duties and projects as assigned by the Finance Director

Essential Skills

- Knowledge of accepted governmental accounting practice and principles.
- Knowledge of modern office management principles, practices and equipment.
- Ability to analyze and interpret fiscal and accounting records.
- Highly detail oriented and organized in work.
- Ability to meet assigned deadlines.
- Excellent communication and interpersonal skills.
- Ability to act independently with minimal daily interaction to accomplish objectives.
- Ability to maintain effective working relationships with other employees and public officials.
- Proficiency in Microsoft Office applications.
- Knowledge of Incode software is a plus.

Physical and Environmental Conditions

- Ability to sit and move about an office or building.
- Able to carry/lift more than 25 pounds

Required Qualifications

- An Associate's degree in Accounting, Finance, or a related field, or an equivalent combination of education, training and experience in accounting.
- Minimum of three years' experience in accounting including capital asset management.
- Driver's License required.