 CITY OF HELENA

## Position Title: Accounting Specialist

## Department:  Division:

## FLSA:

**Pay Grade: 140**

**X** Regular Full-time \_\_\_Regular Part-time \_\_\_Temporary/Seasonal \_\_\_On-Call

**Hours worked per week: 40**

**Daily Shift: \_8:00 a.m. – 5:00 p.m.**

**Work Schedule:** \_\_\_ Sun **X** M  **X** \_T **X** \_W **X** \_Th **X** \_Fr \_\_\_Sat

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

Job Purpose:

Under the direction of the Controller/Treasurer, this position is responsible for assisting with daily, monthly, and annual accounting tasks in conformance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB). Provides support with general ledger, accounts receivable, accounts payable, fixed asset, payroll, and banking transactions.

Provides fiscal analysis and prepares financial data and reports for the Finance Department and other departments within the city.

This position is a training position and once incumbent reaches established milestones, may be recommended to advance to the Accountant position.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

**20% Financial Analysis:**

* Analyze financial data and prepare adjusting journal entries as needed.
* Gather and analyze statistical metrics for the annual report. Update financial schedules.
* Review loan receivable documents to include sidewalk loans, renewable energy loans, water/sewer connection loans and establish payment schedules for each loan.
* Reconcile loan receivables on a monthly basis to the general ledger. Analyze payment information to tax files and provide pay-off information to brokerage firms as needed.
* Prepare and enter monthly internal overhead allocations journal entries according to the approved budget and reconcile on a monthly basis.
* Assist with preparation of schedules and workpapers for the Annual Comprehensive Financial Report.
* Assist with preparing workpapers and gathering information for the annual audit.

**60% Accounting Tasks:**

* Review and verify accounts receivable transactions and post to the General Ledger on a daily basis.
* Gather and analyze capital outlay data from the financial system and prepare workpapers for review and posting to the fixed asset system.
* Prepare monthly depreciation.
* Reconcile assigned balance sheet accounts on a monthly basis.
* Prepare schedules and workpapers for the monthly bank reconciliation.
* Train to function as back up to other accounting staff as needed.
* Prepare monthly investment allocation to apply earned interest to funds
* Assist with annual inventory counts and analysis.

**20% Other**

* Scan and file accounting transactions.
* Generate miscellaneous billing invoices to internal and external parties.
* Administer the City’s liability and property insurance claims, databases, and acts as liaison between city departments and the city’s insurance carrier. Administer the annual property insurance valuation updates.
* Works as a team with other accounting and finance staff to ensure duties are completed accurately and timely.
* Participates in special projects as assigned which may include fiscal analysis, forecasting, and feasibility analysis.
* May be called upon to assist with annual assessment analysis and updates and provide customer service to taxpayers with their assessment questions.
* Perform other duties as assigned.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

* The principles, methods, and practices of accounting according to GAAP
* Modern office practices and procedures of standard office equipment and computer equipment
* Intermediate use of Microsoft Office products, including Excel, Word, and PowerPoint

Skill or ability to:

* Ability to research and apply City, State, and Federal laws, rules, policies, procedures, and applicable methods for compliance;
* Work proficiently to create, maintain, and modify Excel spreadsheets used in the accounting, financial reporting, and audit processes;
* Communicate effectively both orally and in writing on a frequent basis with supervisor and other personnel to ensure department operations are conducted efficiently;
* Ability to follow direction and work independently with instructions;
* Analyze, review balances, interpret, and reconcile financial reports and accounting transactions;
* Perform city-wide compliance testing according to established internal controls;
* Examine, interpret, and verify a wide variety of financial transactions, documents, and reports;
* Make correct mathematical calculations;
* Prepare reports and workpapers in a complete, accurate and timely manner with attention to detail;
* Establish sound priorities on work assignments to assure an orderly and timely workflow for financial systems throughout the City;
* Maintain the highest degree and integrity when handling confidential data.
* Establish and maintain effective, professional working relationships with employees and the public.
* Demonstrate critical thinking skills and provide recommended solutions to identified challenges.
* Ability to multi-task, prioritize workflow to achieve deadlines with quality work product.

Physical Demands:

The position requires the ability to perform sedentary physical work with the ability to lift and carry up to ten points regularly and on occasion up to fifty pounds. The position must have the ability to perform body movements applicable to records management and office environment.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

**Minimum Qualifications (Education, Experience and Training):**

This position requires a Bachelor’s Degree or equivalent coursework with an emphasis in Accounting from an accredited college or university. The position requires a minimum of two years progressively responsible experience with a preferred emphasis accounting or finance tasks. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver’s license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver’s license within six months of hire.

Supervision Received:

This position is under the general direction of the Controller/Treasurer.

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**[ ]  YES or** **[ ]  NO**

**Employee’s Signature: Date:**