

City of Cañon City, CO
Position Description

Class Title: ACCOUNTANT

Job Code: 1303

Range: 57

Department: Finance

Reports to: Finance Director

SUMMARY:

Under limited supervision, performs a variety of complex, moderately complex, and basic accounting duties for the City of Cañon City.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Prepares monthly financial statements for all City funds. Monitors asset, liability, equity, revenue, and expenditure/expense accounts. Creates and maintains reports summarizing activity on all City accounts. Analyzes reports for trends and possible adjustments. Prepares journal entries as needed. Reviews monthly financial reports with the Chief Accountant and Finance Director. Assists with preparation of the Comprehensive Annual Financial Report (CAFR)

Completes special projects such as assisting with internal audits, drafting policy recommendations, reviewing proposals, preparing applications or reports for outside agencies, and interpreting/applying new governmental accounting standards. Balances and updates daily cash records. Monitors fund levels and recommends transfers when needed. Reconciles cash accounts to monthly bank statements. Researches investment rates and recommends investments to Finance Director. Monitors City investments to ensure compliance with regulations regarding municipal investments.

Assists with preparation of year-end journal entries, audit workpapers, account reconciliations, and reports. Maintains fixed asset records and accounts, scheduling and performing audits on fixed assets in all City departments. Prepares required annual reports for other government agencies such as Conservation Trust Fund report and Highway User Trust Fund report. Performs related duties as established by law or ordinance or as reasonably directed by the City.

QUALIFICATIONS:

Education/Experience:

Bachelor's degree in accounting or related field; two years experience in accounting or financial auditing; or any equivalent combination of education and experience.

Licensing/Certification Requirements:

No specific licensing or certification requirements exist for this position.

Knowledge of:

- The mission, policies, goals and procedures of the City of Cañon City.
- Federal, state, and local laws, statutes, ordinances, rules, and regulations pertaining to governmental accounting and investing public funds.
- The City of Cañon City organization including the personnel, programs, functions, and services of the various departments.
- The principals and practices of governmental accounting, including Generally Accepted Accounting Procedures, and pronouncements of the Governmental Accounting Standards Board.
- The materials and equipment used in municipal finance, including personal computers, word processing, spreadsheet and data base applications, calculators, and adding machines.

Skill in:

- Maintaining automated general ledger and subsidiary ledgers for all City funds and operations.
- Performing standard accounting functions such as entering and maintaining account information, posting

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- payments, reviewing and editing reports, and filing/maintaining account records.
- Preparing monthly financial reports for a municipal government.
- Assisting with preparation of the CAFR for a municipal government.
- Working with external auditors, and preparing audit workpapers and schedules.
- Performing account analysis and reconciliation.
- Preparing complex and routine journal entries.
- Basic cash management and investing of municipal funds.
- Preparing annual reports for outside governmental agencies.
- Utilizing equipment, including personal computers, word processing, spreadsheet, and data base applications, calculators, and adding machines.
- Communicating in person and in writing.
- Establishing and maintaining effective working relationships with City employees, other agencies, and the public.

Physical & Mental Requirements:

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and see, using close and medium range vision. The employee is frequently required to view computer keyboards and monitors. The employee is frequently required to perform repetitive motions typing on computer keyboards. The employee is often required to work with and around standard office equipment.

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| FLSA Status: <input checked="" type="checkbox"/> Exempt-Salaried <input type="checkbox"/> Non-Exempt Hourly Date of Original: 10/18/06; prepared by PSPC Date Revised: |
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