

# Accountant

## **Job Summary**

The Accountant is responsible for the day to day record keeping in the City's financial accounting system and subsidiary systems including such processes as payroll, cash receipts, general ledger and cash management. In addition, the Accountant is responsible for: the oversight of payroll, benefit coordination, general ledger account reconciliation, analysis, grant tracking and reporting.

## **Supervision**

The Accountant reports directly to the Finance Director.  
Accountant mentors the Finance Assistant.

## **Job Functions**

- Payroll preparation and input; including 941/W-2/Unemployment reporting
- Employee benefit coordinator
- New hire administration
- Internal control recommendations for implementation
- Preparation of all necessary journal entries
- General Ledger account reconciliation of all balance sheet accounts
- New Hampshire Retirement System reconciliation
- Health/Dental/Disability insurance reconciliation
- 1095 compliance
- Worker's compensation, FMLA and unemployment insurance tracking, filing & coordination
- Grant tracking and reporting
- Deposit preparation and posting
- Trust funds bookkeeping, reconciliation, monitoring and reporting
- Cash reconciliation for the general fund
- Prepare cash leads
- Prepares/develops financial reports/spreadsheets and/or analysis as directed to aid in decision making, or compliances with legal requirements
- Maintain policies and procedures manual for each task for the Accountant position job functions
- Works with the public, city department heads, and coworkers in a courteous manner
- Performs related work as required by the Finance Director
- Reconciles monthly with the town clerk/tax collector's office
- Manages City credit card program

**Any one position may not include all of the duties listed, nor does the listed examples include all duties which may be found in the position of this class**

### **Knowledge, skill and ability requirements**

- Knowledge of the principles, methods and practices of municipal accounting
- Working knowledge of laws and regulations governing municipal finance
- Strong planning, organizational, performance and analytical skills over financial operations
- Knowledge of methods and procedures including the use of computer based financial applications
- Ability to maintain effective relationships with other employees, municipal officials and customers
- Ability to handle multiple tasks
- Ability to perform mathematical calculations with speed and accuracy using a calculator and/or computer
- Ability to keep and maintain financial records of significant complexity
- Skill in the operation of data processing equipment, calculators, copiers and office equipment
- Ability to follow both oral and written instructions
- Ability to communicate effectively and clearly

### **Education**

Associates Degree in accounting or two or more years of experience in bookkeeping or related financial work required. Experience in municipal finance preferred. Knowledge of generally accepted accounting principles and practices a must.