



City of Hopkins

Inspire, Educate, Involve, Communicate

Position Title:	Accountant
Department:	Finance Department
Supervisor:	Finance Director
FLSA Status:	Non-Exempt, Regular Full-Time
Grade:	HMEA 6
Salary:	\$26.28 to \$35.42 per hour
Hours of Work:	8:00 am to 4:30 PM

INTRODUCTION:

The accountant is responsible for the following areas: accounts payable, general ledger, capital asset reporting, assists in the preparation of the Equipment Replacement Plan, Capital Improvement Plan, annual budget and Comprehensive Annual Financial Report. This position also provides support to the payroll and utility billing functions. The accountant reports to the Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounts Payable

- Process weekly accounts payable for all city funds and the HRA and reconciles City MasterCard statement.
- Prepare and issue checks; send positive pay file to bank for verification of check clearing
- Prepares 1099's at year end

Capital Asset Reporting

- Maintains the capital assets system; coordinates annual physical inventory; records changes; prepares interim and year-end reports.
- Establish depreciation schedules for all assets; record monthly depreciation
- Prepare year end schedules for CAFR and auditors

Equipment Replacement Plan/Capital Improvement Plan (ERP/CIP)

- Assists in the development of the 5-year Equipment Replacement Plan and Capital Improvement Plan; prepares summary reports and assists in the compilation of the ERP and CIP documents.

Annual Budget

- Assists in the development of the annual operating budget; creates budget worksheets and analyses as directed; provides consultation and guidance to other departments in the preparation of departmental budgets and in the review of budget requests

- Working with Finance Director prepare budget information for department meetings and city council work sessions.
- Working with the Finance Director prepare annual budget for publication

Comprehensive Annual Financial Report (CAFR)

- Assists in the coordination of the annual financial and compliance audit; coordinates the preparation of the working trial balance, schedules, footnotes, reconciliations, disclosures, and various supporting documentation and related regulatory reporting; participates with the audit process.
- Assist Finance Director in the preparation of the CARF using the CAFR Online program.

Insurance Claims/Restitution

- Prepare and submit claims to insurance company on behalf of the city against the property, auto or liability policies
- Work with claim adjusters for requested information and/or documentation
- Maintain restitution records and record payments made to city

Miscellaneous Tasks

- Prepares grant reports and financial statements; collects, analyzes and prepares analyses of expenditures to ensure compliance with grant provisions.
- Assists other City departments with requests for financial data and ways to record financial information in a manner useful to those departments.
- Assist payroll benefit specialist and accounting technician as needed
- Performs other related duties as requested or required

OTHER DUTIES AND RESPONSIBILITIES:

- Assists as backup for payroll and utility billing applications.
- Performs all other duties and assume other responsibilities as assigned by the Finance Director.

DESIREABLE KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of general accepted accounting principles (GAAP) and of Governmental Accounting Standards Board Pronouncements (GASB) as they relate to city governmental accounting.
- Knowledge of data processes, principles, and practices as it relates to financial information systems.
- Must have excellent computer skills and thorough knowledge of computer software – specifically Windows, Word, and Excel and financial accounting software.
- Ability to make accurate computations and prepare and analyze complex financial reports.
- Ability to communicate effectively, both orally and in writing.

- Ability to establish and maintain effective working relationships with others, possess excellent customer service skills for both internal and external contacts.
- Ability to work independently and prioritize work, and handle multiple tasks effectively.
- Skilled in implementing and working with financial information systems to provide timely and accurate financial data.

MINIMUM QUALIFICATIONS

- Four-year degree related to accounting.
- Three to five years previous accounting experience.
- Knowledge of accounting principles, practices, procedures and financial reporting.
- Ability to establish effective working relationships with vendors, city staff, auditors and the general public.
- Ability to calculate and enter information with accuracy and to maintain records and documentation.
- Ability to communicate effectively, both verbally and in writing.
- Proficient with MS Word and Excel.

DESIRABLE QUALIFICATIONS

- Four-year accounting degree.
- Previous municipal accounting experience.
- Five to seven years accounting experience.
- Experience with Tyler Technologies Incode software and/or Springbrook software.

November 2016