

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Finance	DEPARTMENT NUMBER	625
REPORTS TO (TITLE)	Director of Finance	JOB FAMILY	Accounting
PAY GRADE	10	DATE OF LAST REVIEW	October 2024

NATURE OF WORK
<p>The second level of the Accounting Series is responsible for performing professional accounting work and management of daily finance operations. Responsibilities may include providing recommendations regarding development of short and long-range financial goals and plans; reviewing and approving accounts payable and related financial transactions; coordinating preparation of annual audit; and preparing annual financial reports.</p> <p>This position requires the ability to handle and maintain the confidentiality of sensitive information with the utmost discretion and professionalism.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Accurately maintains the general ledger, fiscal year-end accrual entries, such as, Accounts Receivable, grants, amounts due; reports inventories for appropriate departments; and tracks expenses, debit issues, revenue shortfalls, etc. that will impact the current budget.
2.	Prepares standard entries for property taxes, benefits, administration fees, loan transfers, prepaid insurance, workers compensation, transfers between funds, Late payment Fees, Accrued Payroll; as well as Reconcile Bank Accounts with Accounting Records, State Sales Tax computation and submission, review and create Financial statements.
3.	Assists Finance Director with contract commitments the City of Ottumwa has at fiscal year-end; such as, Year-end audit work requirements, Annual Financial Report, Preparation of all budget spreadsheets for revenues and expenditures to submit the Annual Budget Report.
4.	Reviews billings to pick up retainage fees, invoices departments may be holding, all payable related to Grants, and preparation of prepaid assets, including prepaid insurance and deposits.
5.	Assists Finance Director in creation of Schedules of Construction in Progress, Debt Reporting and Disclosure for the Annual Comprehensive Financial Statements, and Expenditures of Financial Assistance (SEFA).
7.	Responds to requests for information from the general public, staff, and/or other interested parties; answers routine questions; directs callers/visitors to appropriate locations or staff.
8.	Processes payroll and related-payroll transactions in the absence of the Accounting Specialist- Payroll.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

DIRECTION PROVIDED

Assigns work and provides work direction as a “lead-worker/working supervisor” for regular, part-time or contracted employees

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

Associate’s Degree in accounting, finance, or related field.

AND

3 years of supervisory experience with 3 years of experience managing integrated accounting systems.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING / SPECIAL REQUIREMENTS

Valid driver’s license

SKILL/ABILITIES REQUIREMENTS

- Modern office procedures and equipment;
- Recordkeeping principles;
- Mathematical concepts;
- Data collection and interpretation;
- Report preparation techniques;
- Basic budgeting principles;
- Collect and compute mathematical information;
- Read, analyze and interpret business periodicals, professional journals, financial data, and governmental regulations;
- Write reports and procedure manuals;
- Preparing reports and specialized documents;
- Monitoring a budget;
- Calculate financial statements, ratios, proportions and percentages;
- Maintaining confidentiality;
- Prioritizing and assigning work;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting most of the time. Walking and standing are required only occasionally.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)

CLASSIFICATION HISTORY

DATE	COMMENT
August, 2023	Draft prepared by CHM
December 2023	Updated per Job Description by BC
January 2024	Updated per departmental feedback by BC
October 2024	Updated #3 and #5 under duties and responsibilities per Finance Director

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.