

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	None	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Finance	DEPARTMENT NUMBER	625
REPORTS TO (TITLE)	Finance Director	JOB FAMILY	Accounting
PAY GRADE	4	DATE OF LAST REVIEW	June 2024

NATURE OF WORK

The first level of the Accounting Series is responsible for performing wide range of specialized financial support duties to ensure the accuracy of accounting and financial records and compliance with standard accounting practices and statutes. Responsibilities may include data entry, balancing department accounts; reconciling accounts; clarifying discrepancies in financial records; performing tax collections; reviewing financial reports; processing and reviewing various accounts receivable transactions; and responding to a variety of inquiries about financial information.

This position requires the ability to handle and maintain the confidentiality of sensitive information with the utmost discretion and professionalism.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Maintains all aspects of accounts payable/receivable, payroll, grant funds, insurance, and/or related accounting information. This may include purchase dates, costs, tax status, and/or invoice documentation.
2. Maintains all aspects concerning contracts, finance inventories, insurance costs, losses and control recommendations; ensures technological advancements in accounting and financial storage progression.
3. Responsible for monthly/quarterly reports, monitoring and compliance review of finances and performance activity; Prepares reports to committees and other organizations; Coordinates and oversees the auditing, monitoring and scheduling of reports of various departments.
4. Assist with all internal and external audits.
5. Receives, inspects, and examines reports and documents for quality assurance such as, checking invoices for correctness, approving and processing for payment.
6. Maintains credit card terminals and cash drawers, including frequent cash counts and machine inspections.
7. Assists with coordinating, attending, and representing the City in governmental meetings related to financial services.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Accounts Payable / Purchasing:

- Assists with updating the fixed assets records;
- Maintains insurance claims for property damage;
- Oversees purchasing program for city equipment and supplies; includes selling items.

Accounts Receivable:

- Daily cash balances including deposits;
- Assists in customer payments;
- Analyzes and assesses late payment fees, assign past due accounts to collection agency, and analyze past due account and preparation of annual listing for write-offs;
- Administers state Offset program.

Payroll:

- Oversees preparation of payrolls; prepare payroll surveys for Federal and State governmental agencies as requested;
- Reconciles payroll and general checking accounts;
- Prepares payroll payables and submit to Account Payables (health and life insurance, retirement, etc.).

DIRECTION PROVIDED

Does not officially supervise other employees

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

Associate's degree in accounting, business management, finance or related field.

AND

2 years in an accountant, payroll or accounts payable/receivable position.

OR

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

LICENSING / SPECIAL REQUIREMENTS

None

SKILL/ABILITIES REQUIREMENTS

- Modern office procedures and equipment;
- Recordkeeping principles;
- Mathematical concepts;
- Data collection and interpretation;
- Basic budgeting principles;
- Collect and compute mathematical information;
- Read, analyze and interpret financial and statistical reports;
- Creating and/or maintaining financial records and data;
- Calculate financial statements, ratios, proportions and percentages;
- Maintaining confidentiality;
- 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.)

POSITION ASSESSMENTS

Cognitive

- Criteria Cognitive Aptitude Test

Skills

- Ten Key Test
- Criteria Basic Skills Test
- Computer Literacy and Internet Knowledge Test

Personality

- Employee Personality Profile

Interview

CLASSIFICATION HISTORY

DATE	COMMENT
August, 2023	Draft prepared by CHM
December 2023	Updated per PDQ by BC
June 2024	Updated Position Assessments by BC

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.

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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.