

Accountant

Performs intermediate skilled technical work preparing and maintaining accounting records and financial reports, processing and reconciling cash and payroll activity for City departments, preparing bank deposits, scheduling, preparing, and assisting audits, assisting with the preparation of budgets, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Director of Finance.

Essential Functions and Primary Duties

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Reconciles all cash and payroll account activity; investigates or verifies transactions; reviews for outstanding checks; processes and reissues voided checks; prepares, submits, approves, and records wires; maintains unclaimed funds subsidiary ledger.
- Processes daily cash receipts for City departments and prepares bank deposit; reviews reports and posts receipts to Munis financial system.
- Prepares schedules for auditors; assists auditors by preparing reports for Generally Accepted Accounting Principles (GAAP) conversion and fulfills documentation requests for financial audit; prepares budgets to actual financial statements; compiles data for Comprehensive Annual Financial Report (CAFR); prepares other worksheets or schedules as requested by auditor.
- Reviews preliminary departmental budget submissions and compiles individual departmental budgets into general operating budget; prepares and submits County annual tax budget; enters the final expenditure and revenue budgets into Munis financial system; assists with the preparation of operating and capital budget books.
- Maintains records of City owned fixed assets; develops depreciation schedules; prepares reports and schedules for auditors.
- Collects and prepares various documents necessary to file with the County; responds to title inquiries regarding properties from lawyers and title companies.
- Records all investment activity into Munis; maintains investment schedule; prepares income schedules related to investments; prepares monthly analysis of investment and interest income; records all investment and interest incomes into Munis.
- Creates and maintains general journal accounts; prepares and posts journal entries as needed; conducts balance checks between subsidiary and general ledger accounts.
- Assists residents and employees with questions and inquiries and investigates issues; performs backup duties to all Finance department personnel.
- Monitors various fund accounts and prepare required financial reports for grants; provides grant information to other City departments.
- Monitors credit card receipts; performs administrative duties for credit card website including setting up new users and assisting with inquiries and issues.
- Reviews all W-9 vendor forms entered into Munis.
- Ensures compliance with governmental accounting regulations and procedures.

Education and Experience

Bachelor's degree in accounting, finance, or related field and moderate experience in governmental accounting, finance, budgeting, or equivalent combination of education and experience.

Knowledge, Skills and Abilities

Thorough knowledge of the theory, principles, methods and practices of accounting; general knowledge of the laws, ordinances and regulations governing City financial matters, federal grants and loan programs; thorough knowledge of GAAP; general knowledge of internal audit systems and procedures; general knowledge of the principles, procedures, and practices of electronic data processing accounting applications; thorough knowledge of modern office methods, practices and equipment.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.

Ability to use independent judgment and discretion in performing departmental activities; ability to prepare, analyze and evaluate complex financial systems; ability to express technical ideas effectively orally and in writing; ability to make accurate arithmetic calculations; ability to prepare clear, concise and complete financial documents, statements, and reports; ability to use excellent communication and organizational skills; ability to establish and maintain effective working relationships with associates, auditors, department heads, vendors, and the general public.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and operating motor vehicles or equipment; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Obtain Certified Public Accountant (CPA) Certification within one year of hire.

Must meet and maintain all training and education requirements for position. Valid driver's license in the State of Ohio.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential task. The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.

Please send a letter of interest and resume to the City of Shaker Heights, Human Resources Department: human.resources@shakerheightsoh.gov