

## **CITY OF GREAT FALLS**

### **JOB DESCRIPTION**

**CLASS CODE: 144**

**FLSA STATUS:  
EXEMPT**

**PAY RANGE: 42**

### **STAFF ACCOUNTANT**

#### **NATURE OF WORK:**

- Under general direction of the Fiscal Services Director, performs accounting and finance duties in compliance with generally accept accounting principles (GAAP).

#### **ESSENTIAL FUNCTIONS OF WORK:**

- Assists in the completion and issuance of the City's annual financial statements in compliance with GAAP, GASB, and state requirements.
- Responsible for fixed asset activity, including the use of the fixed asset software. Includes fixed asset additions, transfers, and disposals, as well as the quarterly account reconciliations for capital, accumulated depreciation, depreciation expense and gain/loss.
- Support for City payroll system and payroll reporting to various agencies.
- Responsible for maintaining/reconciling certain general ledger accounts and researching and resolving variances.
- Responsible for maintaining certain processes, such as the fixed asset accounting process and payroll process.
- Participates in the completion and issuance of monthly, quarterly, and annual financial reports.
- Assists in the establishment, review and update of financial policy and procedures as needed.
- Responsible for maintaining centralized filing records. Maintains and updates a variety of files.
- Assists in the establishment and maintenance of internal controls over financial reporting.
- Assists in the City's annual financial audit.
- Works extensively with the mainframe and personal computers.
- Performs special projects as needed, or as requested by the Fiscal Services Director.
- Serves as the City's secondary contact for banking services.
- May serve as backup for Fiscal Services Administration Assistant.

## **STAFF ACCOUNTANT (continued)**

### **REQUIREMENTS OF WORK:**

- Knowledge of government accounting, auditing and reporting principles and practices.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare complex financial reports and statements.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, local, state and federal government officials, and the general public.
- Substantial knowledge of the principles and practices of banking.
- Knowledge of payroll processing and reporting.
- Knowledge of research and reporting methods, techniques and procedures.
- Knowledge of office procedures, methods and computer software and hardware.
- Ability to interpret and apply federal, state and local policies, procedures, laws and regulations.
- Self directed to identify tasks that need to be performed and take appropriate action.
- Ability to perform light physical work and to lift and carry up to 25 pounds; the ability to stand, walk, sit, twist, reach, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate a personal computer, office equipment and a motor vehicle; the ability to talk and hear in person or by telephone and the ability to see and read instructions and reports.

### **DESIRED MINIMUM TRAINING AND EXPERIENCE:**

Bachelor's degree in accounting or related field preferred. Governmental accounting experience and/or CPA or CPFO certification desirable.

### **NECESSARY SPECIAL QUALIFICATIONS:**

Must be bondable and insurable.

Possession of a valid Montana driver's license.

# Benefits

**Health Insurance** – \*City capped contribution of \$783/month, employee contributions towards premiums vary depending on type of coverage selected (single coverage - \$44.54/month paid by employee; employee & spouse coverage - employee pays \$117.14/month; employee & children coverage - employee pays \$111.22/month; family - employee pays \$153.78/month). \$25 co-pay; includes medical, dental and vision. Additional benefit paid by the City but not added into the base for retirement enhancement.

**Retirement** - mandatory enrollment through Public Employees Retirement System (PERS); vested after five years of service. Employee contributes 7.9% of gross pay to PERS; the City contributes 8.37%. \*The City's health insurance contribution of \$783/month is added to gross pay for retirement benefits only - retirement contributions on the \$783 are paid by the employee and employer, the \$783 is then deducted from gross pay so it does not affect an employee's hourly rate of pay.

Within one year of hire, employee must choose to have funds established in either the Defined Benefit Retirement Plan (retirement benefit is based on percentage of highest average compensation and years of service credit) or Defined Contribution Retirement Plan (member selects investment options from those available under the plan and retirement benefit is based upon account balance – contributions plus investment earnings or losses, less administrative cost).

**Life Insurance** - employer provides \$30,000 of life and accidental death and dismemberment insurance.

**Holidays** – 10 per year, 11 on election years.

**Vacation** – employee accrues 5 hours per pay period; eligible for use after six months of employment.

**Sick Leave** – employee accrues 4 hours per pay period; eligible for use after 90 days of employment.

**FICA and Medicare** - employer and employee contribute 7.65% of gross salary.

**Optional:**

- ▶ AFLAC – tax deferred plan for unreimbursed medical or daycare expenses.
- ▶ ICMA or Nationwide Retirement - tax deferred investment plan (bonds, stock market, savings).

***Payperiods:***

1<sup>st</sup> of the month through the 15<sup>th</sup>, paid on the 20<sup>th</sup>

16<sup>th</sup> of the month through the end of the month, paid on the 5<sup>th</sup> of the following month

## **The Selection Process**

After the closing date, applications will be reviewed by the hiring department and recommendations for applicants to be interviewed will be submitted to the Human Resources Office. Interviews are normally conducted with a panel representing the hiring department, Human Resources and a member selected at large. All applicants will be notified when the position has been filled. Applications submitted for a specific position opening will remain in that file and will not be considered for future openings.