



## City of Rifle, Colorado JOB DESCRIPTION

**JOB TITLE:** Accountant                      **FLSA Status:** Exempt  
**DEPARTMENT:** Finance

### **Job Summary:**

Performs professional accounting and administrative responsibilities in support of the City's accounting systems and processes. Provides support to the Finance Director. Maintains and reviews financial records in accordance with the City's Municipal Code. Applies principles of accounting to analyze financial information and prepare financial reports. Performs and oversees general ledger administration and reconciliation and assists with budget, audit and financial statement preparation.

### **Essential Duties and Responsibilities:**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time*

- Monitors compliance with generally accepted accounting principles and City of Rifle's municipal code. Reconciles general ledger accounts to subsidiary ledgers or external statements. Generates daily, monthly, and annual journal entries to maintain general ledger accuracy
- Assists with analyzation of financial information detailing assets, liabilities, and capital, and prepares balance sheet, income statement, and other reports to summarize and interpret current and projected financial position of the City.
- Maintains capital and fixed assets records and accounts. Reconciles subsidiary ledgers to capital asset software, prepares schedules and related reports, and posts annual depreciation.
- Reconcile various payroll accounts and statements to external provider reports, statements or other filings (e.g. IRS tax filings, retirement reports/statements, flexible spending accounts, health insurance invoices, etc.).
- Reconcile all payroll, benefit, and tax records to the general ledger, applicable source documentation and monthly payroll summary reports.
- Oversees bi-weekly payroll processing, including providing support to third party vendor for payroll
- Assists with preparation government reports including 941 reports, W-2's, and related submittals (e-file), and unemployment; files tax deposits for State and IRS.
- Reviews, reconciles and processes benefit invoices for payment, associated with payroll.

- Performs research and compilation of special projects and financial analysis.
- Oversees sales tax collections system, reconciliation, and follow-up of delinquent accounts.
- Performs receiving and recording of cash payments (i.e., utility bills, sales tax returns, cemetery charges and licenses).
- Collects appropriate data and prepares federal, state, and local reports and tax returns.
- Performs research and compilation of special projects and financial analysis. Researches, analyzes and evaluates new services, projects, methods and techniques.
- Serves as an accounting resource to various departments and the public. Investigates and resolves issues and complaints. Researches and provides information as requested.
- Assists the Finance Director and Department Heads in preparation of the annual budget and monitors expenses and budget condition.
- Provide support to the Finance Director as needed by preparing complex Excel worksheets, researching financial topics, preparing correspondence and other duties.
- Maintains confidentiality of all aspects of information within the department
- May temporarily perform other finance department functions to cover absences and oversees the operation of the department in the absence of the Finance Director.

### **Other Duties and Responsibilities:**

- Working knowledge of a variety of office functions.
- Acts as backup for Utility Billing, Accounts Payable, Sales Tax and Cemetery Records, when necessary.
- Performs daily customer service and data entry
- Performs other related duties and special projects as assigned.

### **Experience and Training:**

**Minimum Education:** Bachelor's degree in accounting or related field, or five years related experience and/or training; or equivalent combination of education and experience will be considered.

**Job Requirements:** Valid Colorado Driver License or ability to obtain within 6 months of hire. Must be able to pass background screening and credit check with results that are acceptable to the City of Rifle. Must be able to maintain confidentiality of files and information.

**Work Experience in Positions Similar or Related to This Job:** Requires minimum of 2 years of progressively responsible experience in finance and accounting of a similar nature and complexity. Experience in a governmental setting is preferred, but not required.

## **Knowledge, Skills, and Abilities:**

- Requires knowledge of the principles and practices of accounting, GAAP and GASB and the ability to apply that knowledge to perform the essential duties and responsibilities of the position.
- Requires advanced knowledge of the principles and practices of computerized accounting systems, creating and using computer spreadsheets, databases and word processing programs and the ability to apply that knowledge to perform the essential duties and responsibilities of the position.
- Requires a high degree of attention to detail, the ability to gain understanding and identify alternative solutions to problems.
- Requires an ability to research, analyze and evaluate methods and techniques.
- Requires skills and abilities that involve written and verbal communication techniques for report writing, correspondence, providing customer service, giving directions or feedback.
- Requires ability to establish and maintain effective working relationships with those contacted in the course of work.
- Requires keyboarding and data entry skills to effectively utilize software, including word processing, spreadsheets and financial management software and the Internet.
- Requires skills and abilities that include analyzing data, breaking down problems, identifying relationships between issues, and making complex plans.
- Requires knowledge, skills, and abilities that include developing plans for managing multiple tasks simultaneously, setting deadlines, and preparing for future events.
- Understanding and ability to provide a high level of customer service to internal and external customers.
- Ability to maintain composure and calm in interactions with customers who may be frustrated or have communication limitations.
- Requires the ability to understand verbal information and instruction. Ability to explain technical information with others and to develop and present reports and recommendations.
- Ability to apply communication and interpersonal skills as applied to interaction with coworkers, superiors, the general public, etc. sufficient to exchange or convey information, function in a team environment, and to receive work direction.

## **Reporting Relationships:**

**This Position Reports to:** Finance Director.

**This Position has Supervisory and/or Management Responsibility for:** department staff when necessary.

## **Equipment Used:**

Standard office equipment including computer, printer, copier, telephone, cell phone, camera, fax machine, typewriter, postage machine, 10-key calculator and various other instruments and tools associated with this particular job discipline.

**Physical Requirements:**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.*

- Ability to conduct activities involving walking 10% of the time, standing 20% of the time, and sitting 70% of the time.
- Ability to conduct activities involving dexterity, climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, climbing, and reaching on a limited basis.
- Ability to lift and carry up to 10 lbs., push or pull up to 20 lbs, occasionally move up to 50 lbs. with leveraging aid.
- Ability to participate in routine conversation in person or via telephone/radio and to distinguish voice, signals, and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements of an operational zone and document information/results.

**Environmental Requirements:**

Approximately 100%of this position’s duties are performed in an internal environment. The incumbent may be occasionally exposed to citizens that are angry concerning assessments/billings.

**Other Requirements:**

- Ability to understand verbal information and instruction in English. Ability to exchange information with others and to develop and present recommendations.
- Ability to read, comprehend, and compose written information and instructions.
- Ability to translate communication methods into various levels of effective verbal and written material.
- Ability to use mathematical reasoning to carry out accounting and bookkeeping responsibilities.
- Ability to utilize analytical skills and apply results.
- Ability to use and apply technology.
- Ability to speak one or more foreign languages is helpful, particularly Spanish.

**COMMENTS:**

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Employee's Signature

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Date

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Supervisor's Signature

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Date