

TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ACCOUNTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform bookkeeping and fiscal work for various financial and accounts management functions. Work involves receiving, preparing and processing financial documents; advanced customer service / accounts management tasks; reconciling accounting transactions; maintaining and balancing accounting ledgers; creating and maintaining accounting databases and automated files; and preparing records, reports and summaries regarding assigned fiscal operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Prepares monthly, quarterly, and annual financial reports in compliance with current GAAP, GASB and applicable FASB standards and pronouncements, including scheduling staff, obtaining statistical data from various sources, working with auditors, and preparing confirmation letters, audit work papers, financial statements, and annual single audit.

Performs cash management functions and monitors daily cash flow; prepares all grant financial statements, cash requests, and required reports for regulatory agencies; maintains appropriate funds, charts of accounts, and accounting systems for the financial activities of the Town.

Receives and processes financial documents for assigned accounting functions; reviews documents; ensures accuracy; completes with appropriate information such as account codes, vendor numbers, etc.; enters information into automated financial information systems and submits for processing.

Prepares documents for assigned accounting programs (invoices, bills, check requests, purchase orders, adjustments, etc.) ensures accuracy and completeness; obtains appropriate signatures when applicable, and submits/distributes for processing.

Establishes and maintains accounting information in the automated financial information systems; posts information and performs data entry for accounting transactions; maintains automated files and databases; processes data to produce accounting documents. Retrieves data for reports and/or records. Maintains databases such as (i.e. fixed asset inventory, vendor lists, etc)

Performs customer service functions: answers telephone calls, greets visitors, and/or assists individuals at front counter; provides information/assistance regarding department services, activities, procedures, documentation, fees, or other issues; directs callers/visitors to other offices/personnel as appropriate; responds to routine questions/complaints and initiates problem resolution.

Enters journal entry spreadsheets and reconciles fund totals; enters journal entries, payroll entries, and payroll transfer entries in general ledger; submits required reports to appropriate agencies/individuals.

Performs a variety of general accounting/bookkeeping functions, such as preparing journal entries, balancing cash, reconciling accounts, calculating data, entering/posting financial data, balancing/reconciling reports, researching financial discrepancies, correcting data errors, maintaining financial records, generating reports, preparing tax forms, or submitting mandatory reports.

Provides information, financial records, or other assistance to internal/external auditors as required; assists users in resolving problems on various accounting systems.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, accounting, presentation, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Assists in monitoring inventory of department equipment, supplies, forms, or other materials; ensures availability of adequate materials to conduct work activities; initiates requests for new/replacement items.

Maintains file system of department files/records; prepares and sets up files; reviews, sorts and organizes documents to be filed; files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Conducts special projects as assigned.

Communicates with supervisor, employees, other departments, vendors, financial institutions, auditors, attorneys, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a regular and continuous basis.

ADDITIONAL FUNCTIONS

Provides backup coverage and assistance to other employees as needed.

May attend Board of Mayor and Alderman meetings and other relevant government and business meetings, where appropriate, outside regular business hours.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Requires a Bachelors degree with major course work in Accounting, Finance, Business, or a related field; supplemented by two (2) years of previous experience and/or training involving basic accounting, bookkeeping, office administration, and specific experience in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as rude/irate customers.

APPROVALS

James Lewellen, Town Administrator

Jeff Sprow, Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.