CITY OF STOUGHTON

FINANCE DEPARTMENT

Capital Accountant

REPORTS TO: Finance Director **PAY GRADE: TBD** **FLSA: N**

SUMMARY OF POSITION

The position assists in the overall operating of the Finance Department, which includes accounting for daily activity, capital assets and related debt, grant administration, assist in preparing the annual budget, and assist other departments in accounts receivable management.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Responsible for the balancing and reconciliation of assigned areas of the general ledger, including subsidiary ledgers maintained by other departments or vendors. Responsible for researching and resolving discrepancies.
- Coordinates complex accounting projects and initiatives with other members of the Finance Department or with other departments.
- Assist the Director of Finance/Comptroller in the creation of the annual five-year Capital Improvement Plan (CIP) in cooperation with all departments in the City. Coding of construction vendor invoices after approved for payment by the appropriate department(s). Working with outside audit firm with any questions related to capital assets.
- Works the departments and Director of Finance/Comptroller to develop annual budget carryforward requests for applicable Capital Improvement Plan items.
- Update the DebtBook software to ensure that the related database ties out to the general ledger in relation to outstanding debt. Ensure that documentation in DebtBook is current in relation to lease activity (GASB 87) and Subscription-Based Information Technology Arrangements (GASB 96).
- Performs grant administration; verifies and ensures compliance with relevant regulations and requirements; assists departments with periodic reports to granting agencies; create accrual entries for grant activity and track related receivables; submit required documentation to outside audit firm in relation to preparation of Schedule of Federal Appropriations (SEFA).

- Assist the Director of Finance/Comptroller in preparing budget documentation to the Mayor, Committee of the Whole, other departments and/or public as requested.
- Monitors budget for assigned departments and projects; determines if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems.
- Assist the Director of Finance/Comptroller in working with the various actuarial firms for GASB 73 and GASB 75 reporting.
- Assist the City Treasurer with property tax collections process during December and January.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- Bachelor's degree in finance, accounting, public administration or business administration with three (3) years of progressively responsible governmental accounting or finance experience. Equivalent combination of education and experience which provides necessary knowledge, skills and abilities may be considered., treasury, accounting or purchasing.
- Background check, physical/drug screen & reference checks required.

Language Skills

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as financial statements, tax bills, bank statements, tax payment records, annual budget, budget reports, job applications, daily receipts, balance sheets, journal entries, computer software operating manuals, tax collection manual, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with City staff, residents and vendors.

Mathematical Skills

- Ability to calculate and understand percentages, fractions, decimals, interest, discount, and ratios.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria, which are clearly measurable.

Physical and Mental Abilities Required to Perform Essential Position Functions

- Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.
- Ability to sustain prolonged visual concentration.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses a limited risk of injury.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton 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:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____Date: _____