

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Staff Accountant
Dept/Div: Utility and General Administration and Finance
Supervisor: Finance Officer
Supervises: None
Grade: 27

Class Characteristics: Under general administrative direction, assist with the accounting and financial functions of the City; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Performs Bookkeeper Level I duties.
2. Performs more advanced bookkeeping duties than Bookkeeper Level I
3. Prepares financial statements and other financial reports as needed.
4. Reconciles bank statements.
5. Assists and performs back-up duties for Tax Administrator.
6. Performs other duties/responsibilities as required.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Requires a Bachelor's Degree in accounting.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of accounting theory, principles and practices and its application to accounts payable, accounts receivable, general ledger and financial statements.
2. Knowledge of federal, state and local laws and administrative regulations regarding accounts receivable, accounts payable, and general ledgers, including related reporting requirements.
3. Knowledge of arithmetic, business English, spelling and grammar.
4. Knowledge of computers, and skill in the use of computer keyboard, typewriter, calculator and other office equipment.

5. Knowledge of office terminology, procedures, and equipment.

Skills:

1. Skill in the use of computer hardware and software, typewriter, calculator, telephone, other office equipment.
2. Analytical skills.
3. Proficient data entry skills using numeric keypad.
4. Written and verbal communication skills.
5. Must be proficient in Microsoft Excel.

Abilities:

1. Ability to make mathematical computations with speed and accuracy by hand or machine.
2. Ability to prepare and maintain general ledger, and accompanying financial records and reports.
3. Ability to complete job tasks within established time periods.
4. Ability to firmly but tactfully and courteously deal with the public in difficult situations.
5. Ability to establish and maintain effective working relationships with officers and employees, and the general public.
6. Mental alertness and attention to detail and accuracy.
7. Ability to analyze financial data and reports to assess accuracy, completeness, and conformity to standards.

ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects of work covered specifically, but must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get job done.

Review of Work: Work is checked through oral and written reports.

Analytical Requirements: Problems require analysis based on precedent.

Physical Requirements of the Job: Work is typically performed indoors sitting at a desk or table; must lift light objects (less than 25 pounds).

Tools and/or Equipment Used: General office equipment (computer, calculator, Staff Accountant, page 3

telephone, copier, etc.).

Contacts: Frequent public and internal contacts requiring tact and diplomacy. This position requires handling confidential city funds and finances; therefore, applicant

must not possess a criminal conviction for theft or crimes against persons.

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Moderate

Interruptions: Frequent

Special Licensing Requirements: None

Additional Requirements: Must be bondable

Certification Requirements: None

Overtime Provision: Non-exempt

Adopted 8-25-2014
Amended 3-27-2023 formerly Bookkeeper II
Amended 7-8-2024