

CITY OF NICHOLASVILLE  
POSITION DESCRIPTION

Class Title: Staff Accountant I

Dept/Div: General Administration and Finance

Supervisor: Finance Officer

Supervises: None

Grade: 57

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. Prepare journal entries.
2. Maintain and reconcile general ledger accounts.
3. Perform bank account reconciliations.
4. Assist with monthly and annual closing processes.
5. Performs other duties/responsibilities as required.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Requires a Bachelor's Degree in accounting. . This position requires handling confidential city funds and finances; therefore, applicant must not possess a criminal conviction for theft or crimes against persons.

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 Microsoft Excel and Word
5. Knowledge of office terminology, procedures, and equipment.

Skills:

1. Proficient data entry skills using numeric keypad.
2. Analytical skills.
3. Written and verbal communication skills.
4. Must be proficient in Microsoft Excel.
5. Organizational and prioritization skills.

Abilities:

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

Processes: Work varies slightly; seldom required to take different, new or unusual approaches in completing work.

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).

Staff Accountant I, page 3

Tools and/or Equipment Used: General office equipment (computer, calculator, 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: Exempt

Amended 5-28-26

Staff Accountant I, page 4

Adopted 8-25-2014  
Amended 3-27-2023 formerly Bookkeeper II  
Amended 7-8-2024  
Amended 10-14-24