

## **CITY UTILITY & FINANCE ACCOUNTANT POSITION DESCRIPTION**

### **General Statement of Duties:**

Performs a variety of routine and complex accounting, finance and administrative work. Performs similar duties of the city treasurer as set forth in Wisconsin Statutes §§ 62.90(9) as directed from time to time by the city administrator/finance director.

### **Distinguishing Features of the Position:**

The employee reports to the city administrator/finance director. The employee is reviewed annually.

The employee will provide information on an advisory basis to the city administrator/finance director, and other department supervisors. Position requires the exercise of judgment, initiative and discretion based upon a knowledge of Wisconsin state law and municipal administrative and/or operating policies and procedures. The employee will assist the City Clerk/Treasurer in maintaining the City's records of the city treasurer's office.

The employee may be required to attend public meetings and record the proceedings of the body.

### **Examples of work (illustrative only):**

#### **Administrative:**

- Implements policies and directives of the city administrator/finance director.

#### **Management of Cash, Revenues and Investments:**

- Manage the collection, receipting and depositing of all monies paid to the city.
- Maintain proper records of all monies received by the city.
- Manage disbursement of funds from the treasury upon proper authorization.
- Invest city funds as authorized by statute and City Council.
- Manage funds to meet city's cash flow needs.

#### **Accounting:**

- The employee is not permitted to act as a cashier.
- Assists the city administrator/finance director with the annual budget, annual audit, balancing the general ledger and preparing financial statements.
- Assists the city administrator/finance director with calculating debt service payments and tax settlement payments.
- The employee prepares monthly journal entries to be entered by the City Clerk or designee.
- The employee is responsible for wire transfers and ACH transfers.
- The employee is the administrator of the Business On-Line Banking system.
- The employee calculates annual developer agreement invoices for the Accounting Technician.

- Maintains property inventory and fixed asset accounts.

### **Taxes:**

- Assists city administrator/finance director and City Clerk/Treasurer by calculating mill rates, adding special assessments and delinquent water and light bills to tax roll, preparing statement of taxes and statement of assessment reports, preparing annual TIF certification and mailing tax bills to property owners.
- Manage annual tax collection process including mailing bills, giving tax information to the public, reconciling information turned over to the County Treasurer, monitoring reports returned from the county and disbursing proper funds to state, county, and school districts from tax collections in accordance with state law.

### **Financial Reporting:**

- Prepares monthly treasurer's report.
- Assists in the annual budget preparation.
- Maintains all Tax Incremental District financial records and files required reports.
- Prepares financial reports for the State of Wisconsin (i.e. Form C).

### **Miscellaneous:**

- All other duties as assigned.

### **Required knowledge, skills, and abilities:**

- Minimum of an Associate Degree in Accounting or a related business field; three to five years of experience in fund accounting or any combination of training and experience that will provide equivalent knowledge of Generally Accepted Accounting Principles, Governmental Accounting Standards, Fund Accounting and general business management practices and procedures.
- Ability to write clear and concise reports, directives, and letters.
- Thorough knowledge of modern accounting methods and practices.
- Ability to read, interpret, and apply provisions of laws, rules, and regulations; ability to perform difficult and responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with department heads and other city employees
- Ability to exercise good professional judgment.
- Responsible experience in municipal government and finance.

### **Tools and equipment used:**

Personal computer, word processing and spreadsheet software, accounting software, telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

### **Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description of the City Utility and Finance Accountant does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance & Labor Relations 12/08/2016