



City of Milford
Accountant
Pay Grade: G12

Employment Status: Full- Time

FLSA Status: Exempt

Experience Required: Municipal government experience; Certified Public Accountant; NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300 training; FEMA IS-700, FEMA IS-800 training; must pass pre-employment testing for substance abuse and criminal background; possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required.

Minimum Education Requirements: Bachelor's degree in Accounting or related field; 5 years of progressively responsible experience in professional accounting, general ledger, and payroll

Direct Supervisor: Finance Director

Supervisory Responsibility: None

Primary Work Location: Office setting

Job Summary: Plan, coordinate and execute the activities of a variety of accounting services including, but not limited to, accounts payable, accounts receivable, payroll, property tax and utility accounting, general ledger administration, cost accounting and allocations, project accounting, month-end adjusting entries and closing processes, capital and operating budget management, treasury operations support, audit support; responsible for bank reconciliations, fixed asset management, commercial insurance renewal and administration of grant programs and grant accounting; participates in the development and implementation of policies and procedures to improve efficiency and accuracy.

The Accountant shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Accountant shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

Supervision Received: Work is performed under the general supervision of the Finance Director.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Manages a variety of fiscal and accounting functions pertaining to areas such as general accounting, accounts payable, accounts receivable, payroll and billing/collections.
- B. Supports the development of the annual Capital Improvement Planning (CIP) and Operating Budget cycles; coordinates input from City leadership and department supervisors to accumulate budget data and organizes planning meetings to refine CIP and Operating budget.
- C. Reports financial information and executes job functions in an accurate and timely manner.
- D. Prepares and provides internal and external financial reports.
- E. Responsible for inter-fund and inter-departmental cost allocations.
- F. Monitors general ledger against operating and capital budgets; performs general ledger account reconciliation and employee benefit expense and liability reconciliation.
- G. Conducts account review and analysis.
- H. Coordinates the fiscal year-end external financial audit.
- I. Responsible for preparation of monthly bank reconciliation.
- J. Supports treasury operations, such as uncashed check reporting, procurement card/credit card program management, initiation/approval/release of certain electronic payments



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- K. Responsible for capital assets, ensuring proper internal control implementation and monitoring, as well as proper reporting of depreciation expense, accumulated depreciation, additions and disposals pursuant to GASB requirements.
- L. Responsible for City inventory accounting, ensuring proper internal control implementation and monitoring, proper expense distribution and balance sheet reporting.
- M. Responsible for renewal of commercial insurance program and other non-benefits related insurance programs.
- N. Responsible for grant management, including accounting and reporting, review of reimbursement requests and compliance.
- O. Responsible for FEMA/DEMA reporting compliance and preparation of funding requests.
- P. Participates in the development, implementation and monitoring of financial goals, internal controls, objectives, policies, and priorities for the Finance Department; monitors changes in laws, regulations, GASB accounting pronouncements and technology that may affect departmental operations; recommends and administers policies and procedures.
- Q. Participates in the implementation, monitoring and solicitation of service and support of the City's information technology assets related to financial accounting system(s) and other module(s) related to financial reporting.
- R. Maintains working and official Finance Department files, including archiving and retention of all public Finance Department records per records retention policies (excludes human resources, payroll and accounts payable records).
- S. Attends meetings, conferences and training as required to stay abreast of new trends and innovations in the field of finance, budget, accounting and other types of public services as they relate to the area of assignment; participate on committees, task forces and work groups as assigned.
- T. Coordinates professional development activities and completes self-evaluations of performance.
- U. Performs other duties as assigned.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Current GASB accounting standards, guidance and pronouncements; GAAP standards
- Computer system applications related to municipal accounting, budgeting and finance as well as Microsoft Office
- Municipal programs, public utilities and service delivery systems
- General principles of Internal Revenue Service regulations regarding payroll and taxable wages

Skills

- Analyze, evaluate and reconcile complex financial data to arrive at accurate conclusions and recommendations.
- Understand, interpret and apply laws, rules, regulations and ordinances; apply complex guidelines affecting the section activities; interpret governmental accounting rules and regulations; interpret and explain city accounting policies and procedures.
- Work quickly and accurately to meet deadlines.
- Deal with and resolve problems for the public.
- React immediately to the changing demands of the Finance Department.



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Abilities

- Establish and maintain an effective working relationship with the City Manager, elected City Officials, other department heads, other City employees, vendors, customers, other governmental agencies, and the general public.
- Exercise sound, independent judgment within established guidelines.
- Coordinate multiple projects simultaneously; diagnose operational problems and take effective courses of action.
- Communicate clearly, manage for results and lead organizational change.
- Maintain complex financial records, and to analyze and prepare reports.
- Express ideas clearly and concisely, both orally and in writing.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Administrator:
