



## City of Milford Accountant Pay Grade: 10

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**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; Five (5) years' progressively responsible experience in Professional Accounting, General Ledger, and Payroll

**Direct Supervisor:** Finance Director

**Supervisory Responsibility:** None

**Primary Work Location:** Office setting

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**Job Summary:** The Accountant plans, coordinates, and executes various accounting services, including accounts payable, accounts receivable, payroll, property tax and utility accounting, general ledger administration, cost accounting, allocations, project accounting, and month-end adjustments and closings. This role also involves managing capital and operating budgets, treasury operations, and providing audit support. The Accounting Manager oversees bank reconciliations, fixed asset management, commercial insurance renewals, and grant program administration and accounting. Additionally, the role participates in developing and implementing policies and procedures to enhance efficiency and accuracy.

The Accountant upholds the City's mission, vision, and values through ethical conduct, community stewardship, initiative, and responsive service. Demonstrates leadership, technical, and management skills through effective communication, teamwork, decision-making, and accountability.

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**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:

- **Fiscal and Accounting Functions:** Manages fiscal and accounting functions related to general accounting, accounts payable, accounts receivable, payroll, and billing/collections. Supports treasury operations, including uncashed check reporting, procurement card/credit card management, and electronic payment processing. Conducts account reviews, analyses, and reconciles general ledger accounts, including employee benefit expenses and liabilities.
- **Budget Development and Monitoring:** Supports the annual Capital Improvement Planning (CIP) and Operating Budget cycles, coordinating input from City leadership and department supervisors, and organizing planning meetings to refine budgets. Monitors the general ledger against operating and capital budgets, preparing inter-fund and inter-departmental cost allocations.
- **Financial Reporting and Audit Coordination:** Prepares and provides internal and external financial reports, ensuring accurate and timely financial information. Coordinates the fiscal year-end external financial audit and prepares monthly bank reconciliations.
- **Capital Asset and Inventory Management:** Ensures proper internal controls for capital assets, monitors reporting of depreciation expenses, and manages additions and disposals in compliance with GASB requirements. Oversees inventory accounting, ensuring accurate expense distribution and balance sheet reporting.



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- **Insurance and Grant Management:** Renews the commercial insurance program and other non-benefits-related insurance programs. Manages grant programs, ensuring compliance with accounting and reporting requirements and reviewing reimbursement requests. Ensures FEMA/DEMA reporting compliance and prepares funding requests.
  - **Policy and Internal Control Development:** Participates in developing, implementing, and monitoring financial goals, internal controls, objectives, policies, and priorities for the Finance Department. Monitors changes in laws, regulations, GASB pronouncements, and technology to recommend and administer policies and procedures.
  - **Information Technology Support:** Participates in the implementation, monitoring, and solicitation of services related to financial accounting systems and other financial reporting modules.
  - **Records Management:** Maintains official Finance Department files, archives, and retains public records per records retention policies, excluding human resources, payroll, and accounts payable records.
  - **Professional Development and Participation:** Attends meetings, conferences, and training to stay updated on trends in finance, budgeting, and accounting. Participates in committees, task forces, and work groups as assigned. Coordinates professional development activities, completes self-evaluations, and participates in peer-to-peer appraisals.
  - **Other Duties:** 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

- Analyzes, evaluates, and reconciles complex financial data to arrive at accurate conclusions and recommendations.
- Understands, interprets, and applies laws, rules, regulations, and ordinances; applies complex guidelines affecting the section activities; interprets governmental accounting rules and regulations; interprets and explains city accounting policies and procedures.
- Works quickly and accurately to meet deadlines.
- Deals with and resolve problems for the public.
- Reacts immediately to the changing demands of the Finance Department.



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**Abilities**

- Establishes and maintains 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.
  - Exercises sound, independent judgment within established guidelines.
  - Coordinates multiple projects simultaneously; diagnoses operational problems and take effective courses of action.
  - Communicates clearly, manage for results and lead organizational change.
  - Maintains complex financial records, and to analyze and prepare reports.
  - Expresses ideas clearly and concisely, both orally and in writing.
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**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 position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

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Employee:

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Human Resources Director:

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