



City of Milford
Accountant
Pay Grade: G12

Employment Status: Full- Time

FLSA Status: Exempt

Experience Required: Municipal government experience; Certified Public Accountant; 2 years supervisory experience; 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: Small group of employees

Primary Work Location: Office setting

Job Summary: Supervise, plan, and coordinate the activities of a variety of accounting services including, but not limited to, accounts payable, accounts receivable, payroll, tax and utility billing and collections; responsible for bank reconciliations, fixed asset management, and grants 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. Manage a variety of fiscal and accounting functions pertaining to areas such as general accounting, accounts payable, accounts receivable, payroll and billing/collections.
- B. Supervises and evaluates assigned staff, addresses employee concerns, counsels, and disciplines.
- C. Completes performance appraisals.
- D. Coordinates professional development activities.
- E. Report financial information in an accurate and timely manner.
- F. Prepare and provide internal and external financial reports.
- G. Responsible for inter-service fund allocations.
- H. Monitor general ledger and budget.
- I. Conduct account review and analysis.
- J. Coordinates the end of year external financial audit.
- K. Responsible for preparation of monthly bank reconciliations.
- L. Responsible for capital assets, ensuring proper internal control implementation and monitoring, as well as proper reporting.
- M. Responsible for City inventory, ensuring proper internal control implementation and monitoring, as well as proper reporting.



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- N. Responsible for property and other non-employee related insurance programs.
- O. Responsible for grant management, including reporting, review of reimbursement requests and compliance.
- P. Responsible for FEMA/DEMA reporting compliance and preparation of funding requests.
- Q. Participates in the development, implementation and monitoring of financial goals, internal controls, objectives, policies, and priorities for the Department; recommends appropriate service and staffing levels; monitors changes in laws, regulations and technology that may affect departmental operations; recommends and administers policies and procedures.
- R. Maintains and directs the maintenance of working and official department files, including archiving and retention of finance records per policy.
- 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. 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 Internal Revenue Service Regulations regarding payroll and taxable revenues
- Computer system applications related to municipal accounting, budgeting and finance as well as Microsoft Office
- Municipal programs and service delivery systems
- General principles of employee supervision as well as City Personnel Rules

Skills

- Analyze, evaluate and reconcile complex financial data to arrive at accurate conclusions and recommendations.
- Understand, interpret and apply laws, rules, regulations and ordinances and 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.

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.
- Develop, supervise and evaluate staff effectively.



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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 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:
