



PRESS RELEASE

RE. PERSONNEL COMMITTEE MEETING  
TUESDAY, JANUARY 28, 2020  
BEGINNING AT 5:30PM  
FIRST FLOOR CONFERENCE ROOM AT CITY HALL

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AGENDA

Accountant job description new and Step/Grade.



**DRAFT**

**CITY OF RUSSELLVILLE  
POSITION TITLE: Accountant**

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Exempt (Y/N): No  
DATE PREPARED: January 2020

DEPARTMENT: Mayor  
SUPERVISOR: Director of Finance

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**SUMMARY**

The position holds responsibility for various general accounting duties and reporting functions of the City. Responsibilities include, but are not limited to, bi-weekly payroll, accounts payable processing, cash receipt processing, performing payroll related reporting and reconciliation functions, maintaining the fixed asset inventory, and involvement in the annual audit process. The position holds a high level of responsibility to ensure that that all processes and records are in compliance with all accounting standards, laws and regulations.

The Accountant must be highly accurate when dealing with numbers, identifying inaccuracies and correcting errors. The Accountant should be comfortable interacting with a variety of people and departments but also be capable of working independently. The Accountant frequently has exposure to a variety of high-level initiatives and projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for the receipt and deposit of all monies for checking accounts.
2. Process bi-weekly payroll for 205 - 250 employees, reviewing time accounting and updating vacation, sick and comp time schedules. Payroll processing includes facilitating of payroll related ACH files to the bank.
3. Responsible for the preparation of all quarterly and annual wage and pension related state and federal government reports including but not limited to; W-2, W-2P, 1099MISC, 1099R, 1096, 941 and 945.
4. Will perform quarterly closing and reconciliation of payroll tax deposits.
5. Assist Human Resources in the creation and maintenance of all employee files in the Human Resources and Payroll System as well as maintain all changes in hard copy in the employee file. Responsible for updating payroll data on new employees, terminations, salary increases, and changes in job title.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (continued)

6. Prepares monthly reports for APERS & LOPFI Retirement Funds.
7. Reconciles monthly health, dental, vision, American Fidelity, COBRA insurance statements and a variety of other voluntary product statements (457, Retirement Plan Advisors, Legal Defense, Telcoe, etc.).
8. Assists Human Resources with workers compensation issues, employment verification and insurance/benefit issues.
9. Responsible for payment of all bills entered by Departments and incurred by the administrative department, ensuring correct invoice data entry, as needed, for all payments made from the General Fund, Street Fund and all Special Funds. Ensuring all invoices are paid in a timely manner.
10. Responsible for on-line banking activity as required by Payroll Processing and Cash Receipts.
11. Assist Finance Director in preparing the annual budget(s).
12. Must be able to acquire a working knowledge of city ordinances and state statutes.
13. Must be able to furnish requested information pertaining to city finances and budget matters.
14. At the Finance Director's request when needed, attend various City Council Meetings, Commission and Board Meetings.
15. Will act as the backup for the Mayor's Executive Assistant and perform the tasks of Administrative Assistant for the Mayor as needed.
16. Other Duties may be assigned on a temporary basis.

**Facilities and Equipment Responsibility:                   \$ 10,000 Total value**

**EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited university or college in Accounting preferred, high school diploma or GED required, specialized training and/or additional college courses and five years of related experience; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common financial reports. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to management, public groups, and/or City Council Members.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

**INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed.

**EXTERNAL COMMUNICATIONS**

Regular contacts with vendors, citizens and outside representatives.

**USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer and thorough knowledge of Microsoft Word, Microsoft Excel and/or other related software programs. Use of Accounting and Payroll System Software is a plus. Must be able to effectively operate standard office equipment.

**OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

**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 essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**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 usually moderate.

Employee Salary Plan	Year	1	3	5	7	9	12	15	20
	Beginning Salary	0.025	0.025	0.035	0.04	0.04	0.03	0.03	0.03
	Minimum							Maximum	
Accountant	45,000	1125	1153	1655	1957	2036	1588	1635	1684