

POSITION DESCRIPTION

Class. Title: Accountant I

Effective Date: October 7, 2021

Department: Finance

Pay Grade: 12

FLSA: Exempt

General Purpose:

The purpose of this classification is to control the budget, prepare financial statements, and keep record of the fixed assets of the City of Slidell.

Supervision Received:

Works under the general supervision of the Senior Accountant I and II, Assistant Director of Finance, or the Director of Finance.

Essential Duties and Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Assists in creating and maintaining the budget to ensure the City of Slidell budget is fiscally sound and prudent from year to year.
2. Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
3. Analyze monthly department budgeting and accounting reports to maintain expenditure controls.
4. Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
5. Assists with the preparation of regular and special budget reports.
6. Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
7. Assists with annual audit.
8. Assists with preparing annual audit workpapers
9. Assists with providing every department with sufficient funds to operate efficiently.
10. Establish tables of accounts and assign entries to proper accounts.
11. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting, or other tax requirements.
12. Perform monthly bank reconciliations.

Additional Duties and Responsibilities:

Performs other related duties as required.

Minimum Qualifications:

1. Bachelor's Degree in Accounting or a related field required; supplemented by one year of experience in finance or accounting; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None

Necessary Knowledge, Skills and Abilities:

1. Knowledge in at least one (1) of the following areas: budgeting, fixed asset accounting, payroll, grants accounting, utilities accounting, or general ledger.
2. Working knowledge of computers and electronic data processing, including spreadsheets; working knowledge of modern office practices and procedures;
3. Skill in operating listed tools and equipment.
4. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

SPECIAL REQUIREMENTS

May be required to work overtime or adjust hours to address problems with end-of-day balancing.

TOOLS AND EQUIPMENT USED

Personal computer, central billing system terminal, central financial computer, 10-key calculator, phone, base radio, fax and copy machines.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. 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 usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 job description 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.

Approval: Marianne White

Civil Service Director

Approval: BL. EL.

Department Director