

**CITY OF GRAND HAVEN  
JOB DESCRIPTION**

**ACCOUNTANT**

**Supervised By:** Finance Director  
**Supervises:** Finance Department employees in absence of Finance Director and Accounting Supervisor  
**FLSA:** Exempt

**Position Summary:**

Under the supervision of the Finance Director, supports and acts within a staff of accountants and clerks, engaged in purchasing, payroll, water billing, grant administration, accounts payable, general ledger and other general and governmental accounting processes, assists in the preparation and reporting of budgets and in monitoring financial operations of the City, its associated agencies and City-agency relationships, including other municipal government units.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Supports and coordinates activity among a staff of accounting and clerical employees involved in all financial operations. Position will have responsibilities between multiple administrative offices and must be capable of managing personal and timed work flow that may be required in each.
2. Supports all accounting functions related to drafting, entering, and posting journal entries of all types, periodic budgetary and actual reporting and dissemination, reconciliation of general ledger and reporting results to supporting documentation, assisting in development of and changes in audit supporting spreadsheets, work papers and schedules.
3. Supports personnel payroll, employee benefits, reporting and filings including related general accounting processes.
4. Supports multiple general journal entry accounting systems of any agency funds.
5. Supports preparation of financial, payroll, benefit and tax reports, interprets accounts and financial records and advises the Finance Director on budget and program status.
6. Assists in compiling data for the annual budget. Assists other departments and agencies in budget preparation and assists in reviewing budget estimates.
7. Provides lead accounting support and assistance to other governmental agencies as requested, up to 20 hours per week (on average), including all functions as noted within. Employee will be scheduled and work in at least two offices, City and other agencies, to fulfill the needs of each.
8. Coordinates support with the Finance Director between City and non-City agencies to

establish and retain rapport and support all accounting functions.

9. Follows departmental policies and procedures. Recommends changes and participates in developing new policies and procedures to improve departmental performance in all capacities.
10. Under direction of the Finance Director, reviews and recommends changes in internal controls, operational procedures and computerized accounting systems, assists other departmental staff in reconciling accounting issues and troubleshooting internal systems.
11. Answers questions and resolves accounting problems for requesting entities.
12. Creates correspondence, memoranda, forms, reports and confirmations as well as other items as assigned.
13. Participates in non-routine special projects as assigned.
14. Provides direct service and support to City and non-City agencies and other governmental units as required.
15. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree in accounting or a related field. CPA coursework required. CPA strongly preferred.
- Four or more years of governmental accounting or other related work experience, preferably in governmental or fund accounting, including general ledger, internal and external audits, grant administration; previous office supervisory experience preferred.
- Knowledge of generally accepted accounting principles and governmental accounting principles and practices.
- Knowledge of governmental regulations and budgeting practices and the ability to interpret and apply this knowledge to a variety of accounting, benefit, and financial activities.
- Skill in the use of computer systems, Microsoft Office (Word, Excel, Powerpoint, Access) and other software, including specialized financial systems. Knowledge of New World and/or BS&A Accounting Software a plus.
- Skill in assembling and analyzing data and information, administering budgets and preparing comprehensive and accurate reports.
- Ability to effectively coordinate with staff to maximize operational potential, productivity and

Senior Accountant

effectiveness, and promote a constructive work environment.

- Ability to work constructively and interact professionally with others.
- Ability to work independently, to coordinate multiple tasks, adjust to changing priorities and work within deadlines.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position spends the majority of their time in multiple office settings with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations to attend meetings.

The following more detailed responsibilities may also be required of the employee:

1. Maintains a familiarity with the chart of accounts and sets up new accounts as requested; prepares budget amendments and enter them into the General Ledger as required.
2. Journalize banking transactions (i.e. BASIC; banking fees; credit card fee revenues and charges; other extraordinary deposits – fees).
3. Analyze transactions on a continual basis for possible fixed asset additions. Provide Finance Director with printout for final recognition determination; updates spreadsheets for fixed asset project tracking to be used for year-end capitalization and audit schedule.
4. Updates spreadsheets for tracking purposes as established and requested (i.e. township hall expenditures; non-fixed asset project tracking for example ISO expenses; grant project tracking, etc).
5. On an ongoing basis, analyze and determine appropriate vendors (per IRS regulations) for 1099 submissions and W-9 requests.
6. Reconcile on a quarterly basis, form 941 with payroll on books.
7. Assist with tasks associated with year-end audit adjustments and scheduling preparation as needed.
8. Reconciles utility billing account balance history report (from UB program) with general ledger control accounts (i.e. utility billing receivables).
9. On a quarterly basis, reconciles special assessment receivables with special assessment balances report (from SA module) to ensure that all new Water and Sewer assessments have been journalized.
10. Distributes budget to actual financial reports to department heads as requested.
11. Assists with the preparation of reports as needed for third party organizations i.e. workers comp annual self-audit; annual pension wage report; continuing disclosure requirements; auditors from schools; etc.
12. Creates monthly and quarterly invoices.
13. Codes and journalizes non-recurring accounts receivable invoices then gives to finance assistant for mailing; helps the finance assistant in monitoring the aging schedule and collection requests for outstanding receivables 60 – 90 days past due.
14. Maintains escrow files and recordkeeping in conjunction with the Planning/Building department.
15. Assist with grant management requirements such as tracking, financial reporting to grantor, and drawdown of funds.
16. Assists with financial analysis as requested.
17. Assists with bank reconciliation and month end tasks to ensure that all entries are made for accurate month end financial reporting.
18. Gathers bids on rates from banks and reports to the Treasurer what the investment options are.
19. Gives assistance to reconcile and prepare tax related distributions (i.e. normal distributions; PILOT; Del PP; settlement return; etc), finalizes the process by entering the invoices, printing the checks, providing appropriate remittance forms, submitting checks for approval/signatures, and filing of backup paperwork in appropriate file.
20. Assists with the periodic reconciliation of the tax roll with the assessing miscellaneous totals report (from the assessing module) to ensure BOR/MTT/STC and PRE denial adjustments have been made in the tax database.
21. Assists with the annual tax settlement process as needed.
22. Assists in organizing files and setting up a workable filing system in the office. Follows record retention schedule and assists the finance assistant with year-end transferring of files to back room and off site filing location.
23. Serves as a backup to the front desk and finance assistant as needed.
24. Assists any other appropriate personnel with other tasks as needed.
25. Attends appropriate training as requested by management

Senior Accountant