

**CITY OF GRAND HAVEN  
JOB DESCRIPTION  
SENIOR ACCOUNTANT**

**Supervised By:** Accounting Supervisor  
**Supervises:** No supervisory responsibilities

**Position Summary:**

Under the supervision of the Accounting Supervisor, with broad oversight from the Finance Director, performs routine and complex accounting duties related to purchasing, payroll, grant administration, accounts payable, general ledger maintenance, and other general and governmental accounting processes. Assists in the preparation of the City budget and monitoring the financial operations of the City. Provides support and leadership to other departmental staff.

**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 financial operations for the City.
2. Performs a variety of routine and complex accounting functions. Makes journal entries, records expenses, revenues, transfers, and corrections, and completes various bank and account reconciliations. Maintains fixed assets and generates financial reports as requested.
3. Provides full accounting support for Spring Lake Township. Maintains a chart of accounts, makes journal entries, generates invoices, maintains a list of fixed assets, assists with budget and audit preparation, and performs bank and account reconciliations. Prepares, maintains, and settles the property tax roll. Completes financial analysis, generates reports, and otherwise performs a full range of accounting functions.
4. Participates in the preparation of financial, payroll, benefit and tax reports, interprets accounts and financial records and advises the Finance Director on budget and program status.
5. Assists in the preparation and administration of the City budget. Assists other City departments in developing budget requests and revenue and expense projections. Compiles data, reviews budget estimates, generates reports, and completes other related budget tasks.
6. Assists in the administration of various grant programs. Works with other departments in tracking grant progress, seeking reimbursements, and preparing required reporting.
7. Enters data, creates and maintains spreadsheets, and prepares standard and special reports. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents and/or materials.

8. Recommends changes in internal controls, operational procedures, and accounting systems as appropriate and participates in developing new policies and procedures to improve departmental performance.
9. Responds to standard and complex inquiries and provides information regarding department operations, policies and procedures. Resolves routine issues independently and refers more complex situations to the appropriate party.
10. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
11. Serves as back-up to other departmental functions as operational needs demand.
12. Completes special projects as assigned.
13. Performs other 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.*

- A bachelor's degree in accounting or a related field is required. Designation as a Certified Public Accountant is strongly preferred.
- Four or more years of experience in accounting, finance or related field is required, preferable in a municipal setting.
- Strong knowledge of generally accepted accounting principles and governmental accounting principles and practices and the ability to apply them accurately.
- Strong knowledge of governmental laws and regulations and the ability to interpret and apply laws to a variety of financial functions.
- Skill in the use of office equipment and technology, including computers, specialized financial programs, and other related software, and the ability to master new technologies.
- Skill in assembling and analyzing data and information, administering budgets, and preparing comprehensive and accurate reports.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

**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.*

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email, or in person, and move around the office to travel to other locations.