

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Accounting Services Representative</u>
Sch & Grade	<u>PAT-6</u>
Class Code	<u>EC12</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Series	<u>Financial</u>

PRIMARY PURPOSE:

To perform responsible and complex accounting duties necessary for preparing, maintaining and coordinating various types of accounting information required for financial reporting systems.

SUPERVISION:

Works within a team framework under general supervision. May supervise subordinates, as assigned.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Coordinates and maintains various types of accounting information required for financial reporting and budgeting systems, including preparation and assistance with the audit process and balancing of the accounting system, with minimal or no direction.
2. Suggests new or revised policies, processes, procedures and forms to enhance the accounting system and its record maintenance.
3. Develops and maintains appropriate performance measures to monitor the effectiveness of services provided to both internal and external customers.
4. Maintains and balances a variety of internal accounts, bank accounts, and purchase order balances, including reconciling to general ledger; maintains detailed transaction files on revenues and expenditures.
5. Reviews, approves and/or processes requests for payments to vendors and employees, including transactions involving monies withheld from payroll checks; monitors such expenditures against applicable budgets; prepares and processes debt service payments, monitors departmental purchasing card transactions and ensures compliance.
6. Maintains, processes and reconciles biweekly tax reporting requirements; prepares quarterly tax reports; reports withholdings to appropriate authorities; assists with annual W-2 reporting requirements.
7. Monitors timesheets for compliance with applicable Merit Rules, ordinances and compensation laws; makes adjustments or corrections as necessary.
8. Reviews and processes receipts of revenue; prepares bank deposits; prepares account entries for data processing; handles special reporting and tracking requirements for grant revenues.
9. Calculates and generates computer and manual checks, as needed.
10. Interfaces effectively & courteously with citizens, City employees and vendors via personal and written communications.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops or seminars for professional development purposes.
2. Utilizes office equipment such as computers, calculators, copiers, printers, fax machines, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of accounting and financial reporting principles and practices; basic knowledge of automated accounting systems utilization; modern office practices; computer software applications, including word processing, spreadsheet and database; proficiency in the development and use of Excel spreadsheets, depending on departmental assignment.

Abilities

Effectively apply problem-solving techniques in resolving issues relating to payroll, accounts payable, fixed assets, bank reconciliation and other accounting functions; analyze a variety of accounting issues and/or problems and make appropriate and sound recommendations and/or determinations; independently plan, prioritize and organize work in an efficient manner; read, interpret, and apply a variety of technical information relating to grant reporting and tracking requirements; accurately operate ten-key calculator; make rapid and accurate calculations; utilize appropriate computer software applications; follow oral and written instructions; prepare clear and concise reports; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Accounting or Finance; or a Bachelor's Degree in Business Administration, or other closely related field, with at least 15 credit hours in accounting. Directly related work experience may be substituted for the formal education on a year-for-year basis, plus a minimum of 15 credit hours in Accounting coursework from an accredited college. Experience in accounts payable or receivable and/or government accounting desirable depending on assignment.

Physical Requirements

Performs bending, sorting and reaching from ground level to overhead; must be able to hold and grip objects; must have ability to operate a computer keyboard; must be able to push, pull, lift and carry up to 25 pounds for filing and other related tasks; subject to sitting for long periods of time.

Working Environment

Works indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

Must be able to satisfactorily complete a background investigation including credit check, as required.

Last Revision:	January 31, 2012	GENERAL ORDINANCE NO. 4578
Comments:	Updated Abilities	Date: January 8, 1996

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____