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## **STAFF ACCOUNTANT**

The City of Willoughby is seeking an exceptional individual for the position of Staff Accountant. The qualified candidate must possess a minimum of a Bachelor of Business Administration in Accounting or Finance and two to four years of accounting and finance related experience preferably in a government setting. The successful candidate will have a working knowledge of modern governmental accounting theory, principles and practices and will be responsible to perform a variety of accounting work in addition to financial and analytical functions and assist as needed with accounts payable, purchasing, accounts receivable and/or payroll functions.

Interested candidates should send a resume along with a salary history to Human Resources Department, Willoughby City Hall, 1 Public Square, Willoughby, OH 44094 or via email to [HRjobs@willoughbyohio.com](mailto:HRjobs@willoughbyohio.com) by May 20, 2022.

If you wish to email your resume, please include the phrase Staff Accountant position in the subject line of the email.

**AN EQUAL OPPORTUNITY EMPLOYER**

See next page for Full Job Description

**POSITION DESCRIPTION**  
**CITY OF WILLOUGHBY**  
An Equal Opportunity Employer

**Position Title:** Staff Accountant

**Department:** Finance

**Date:** 04/14/2022

**Pay Class:**

**Exempt / Non-exempt:** Exempt

**Exempt Category:** Professional

**General Purpose for Job:** To perform a variety of accounting work in addition to financial and analytical functions and assist as needed with accounts payable, purchasing, accounts receivable, and/or payroll functions.

**Reporting Structure** Staff Accountant

**Department Director or Administrator:** Finance Director

**Supervises:** N/A

**DUTIES** *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk. The percentage of time allocated to each group of duties is approximate.)*

Incumbents may perform some or all/more or less of each of the following tasks:

Capital Assets

- Recording of Additions/Deletions/Transfers
- Construction in Process
- Asset Inventory review
- Yearly Reconciliation of Asset management module

Reporting and Analysis

- Monthly Bank Reconciliation – General and Payroll Accounts
- Financial Summary and Detail reporting- Monthly and Annual for Capital and Golf Course
- Fund Balance Report
- Budget Reports (Total City, General Fund, Departmental)
- Annual Audit
- Monthly/Quarterly Grant review and reporting
- Finance Records Retention
- Census/Government Reports
- Monthly Sewer Volumes report Yearly Sewer Assessment and Accounts Receivable for Audit

#### Accounts Payable/Procurement

- Tyler New World financial software - recording, balancing and processing purchase orders and vendor payments
- Analyze credit card transactions and fees

#### Departmental Back-up

- System maintenance of funds and accounts
- Review of bi-weekly payroll processing: hours, g/l codes, etc.
- Payroll Processing
- Cash Receipts and Reporting

#### Equipment used

- Computer
- Printers
- Facsimile
- Copier
- Shredder
- Calculator

<b>MINIMUM EDUCATION AND EXPERIENCE</b> <i>(Required to qualify for position)</i>
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**Education:** Bachelor of Business Administration in Accounting or Finance

**Experience:** Two to Four years of accounting and finance related experience preferably in a local government setting

*A different combination of education and experience may be acceptable if deemed equivalent.*

<b>KNOWLEDGE, SKILLS AND ABILITIES</b> <i>(Required for satisfactory performance. *Denotes those which may be acquired within a reasonable amount of time after hire)</i>
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**Knowledge of:**

- Modern government accounting theory, principles, and practices
- Internal control procedures
- Principles and preparation of budgets

**Skill and Ability to:**

- Provide excellent customer service skills
- Maintain efficient and effective financial systems and procedures
- Prepare and analyze complex financial reports
- Ability to accurately account for City funds
- Must have strong analytical and problem-solving skills
- Develop and maintain effective working relationships with supervisor, co-workers and city officials
- Communicate effectively with others both verbally and in writing
- Attend to multiple projects simultaneously and observe strict deadlines

- Must be highly motivated and be able to work independently in a fast-paced environment
- Work within budgetary, procedural and/or policy guidelines and constraints
- Maintain confidentiality

**Physical Demands:** Frequent walking, sitting, talking, hearing, using hands to finger, handle, feel or operate objects, tools or controls, reaching with hands and arms and bending over. Somewhat frequent standing, climbing, lifting light to heavy weight (2-20+ pounds), pushing light to heavy weight (2-20+ pounds). Occasional bending, stooping, kneeling, crouching or crawling.

**Scheduling Demands and Constraints:** Must be able to work additional hours (beyond 40 in one week) or report to duty outside of regularly scheduled hours in the event of an emergency or as otherwise necessitated by the work.