

**STAFF ACCOUNTANT  
RANGE 29 (Non-Exempt)**

**JOB SUMMARY:** Under administrative direction, the Staff Accountant performs financial accounting duties in support of the activities of the city government. This is a full-time position working 40 hours per week, Monday through Friday, 8:00 am - 5:00 pm. This position reports to the Deputy Director of Finance.

**MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying and reconciling complex financial transactions, statements, records and reports.
- Perform assigned bank reconciliations and post related journal entries.
- Perform general ledger account reconciliations and post related journal entries.
- Post daily aquarium revenue journal entries, serve as back up on aquarium daily cash deposit.
- Prepare monthly sales tax journal entries and inform respective parties on sales tax activity.
- Prepare monthly financial statements for management and council.
- Participate in internal control testing regarding the aquarium's cash cycle.
- Participate in the budgeting process.
- Serve as primary contact point for our fuel cards, ordering new or canceling old fuel cards, resetting pins.
- Serve as primary contact for various insurance issues and correspondence with our insurance agent, manage our vehicle fleet.
- Identifies all capital asset activity for inclusion in the fixed asset system, ensures documentation of capital expenditures and performs physical audit of capital assets.
- Completes depreciation process and journal entries.
- Completes month-end process and closes books in accounting software.
- Completes income statements for general fund.
- Assists with year end closing processes (audit, accruals, end of year journal entries, etc.).
- Reviews and corrects revenue and receivable transactions.
- Participates in long term planning meetings, the annual audit and the annual city budget.
- Assists with the payroll function as it relates to the general ledger.
- Serve as back up for the other staff accountant when they are absent.
- Other duties as assigned.

**ADDITIONAL RESPONSIBILITIES/ACTIVITIES/KNOWLEDGE:**

- Knowledge of relevant city, state and federal laws, regulations and policies.
- Knowledge of the development and administration of municipal budgets.
- Knowledge of accounting and financial analysis principles.
- Knowledge of local, state and federal accounting principles and auditing standards.
- Knowledge of modern office practices and procedures.
- Skill in the use of computers and various software programs for data entry, word processing and accounting purposes.
- Skill in the development of complex financial reports.
- Skill in oral and written communication.
- Ability to use small office equipment such as phones, copiers and ten key.

- Ability to use highly technical computer programs.
- Ability to be bonded.

**MINIMUM AND PREFERRED REQUIREMENTS:**

- Bachelor's degree in accounting, business or related field from an accredited college or university, supplemented by two (2) years of experience in Accounting; or an equivalent combination of education, training and experience that provides the required knowledge, skill and abilities.
- Possession of valid State of Oklahoma driver's license.

**WORKING ENVIRONMENT:**

The duties of the Staff Accountant will be generally performed in a standard office setting with some travel from site to site. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist. Occasional squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment.

**Hearing:** Hear in the normal audio range with or without correction.