



**City of Osseo**

415 Central Avenue

Osseo, MN 55369-1195

**P** 763.425.2624 **F** 763.425.1111

## City Accountant

<b>Position Title:</b>	City Accountant
<b>Department:</b>	Administration
<b>Supervisor's Title:</b>	City Administrator
<b>Pay Grade:</b>	8
<b>FLSA Status:</b>	Non-Exempt
<b>Work Status:</b>	Full Time

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### General Definition of Work:

Performs intermediate administrative work maintaining accounting records for all revenues and expenditures and preparing financial reports; administers payroll, and related work as apparent or assigned. Work is performed under the limited supervision of the City Administrator.

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### Qualification Requirements:

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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### Essential Functions:

- Utility Financial Control - administers quarterly meter download of utility data and billing, applies payments, manages customer service and trouble-shooting, and adjustments.
  - Accounts Receivable - performs tasks associated with invoicing, collections, and deposit payments.
  - Accounts Payable - performs tasks associated with data entry, vendor maintenance, check generation, and property insurance maintenance.
  - Payroll - performs tasks associated with data entry, payment generation, quarterly and annual reporting, and employee maintenance.
  - Human Resources - manages benefit administration, new hire reporting, workers compensation, and unemployment and OSHA requirements.
  - Budget - manages preparation and administration, and agency reporting.
  - General Ledger - performs tasks associated with account maintenance, account analysis and fund balancing, and distribution of costs to enterprise funds (utilities).
  - Audit - prepares work papers and schedules, and acts as liaison.
  - EDA (Component Unit) - assists in TIF administration, and manages separate set of books.
  - Other - presents and discusses financial information at Council and Committee meetings and work sessions as required; writes policies and procedures as needed.
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**Knowledge, Skills and Abilities:**

Thorough knowledge of laws and administrative policies governing municipal financial practices and procedures; general knowledge of the principles and practices of accounting and budgeting in government; ability to prepare informative financial reports; ability to follow complex oral and written directions and to prepare complex fiscal reports; ability to operate a computerized accounting system; ability to establish and maintain effective working relationships with city officials, associates, and the general public.

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**Education and Experience:**

Associates/Technical degree with coursework in Accounting or related field and moderate experience performing financial duties in a municipality, or equivalent combination of education and experience. Bachelor's degree preferred.

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**Special Requirements:**

Maintain professional certifications (public finance)

Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing

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**Physical Requirements:**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, and observing general surroundings and activities.

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**Environmental Conditions:**

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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*Last Updated: November 2017*