

## Position Description

**Position Title:** Accountant II  
**Department:** Finance  
**Division:** Finance  
**FLSA:** Exempt  
**Retirement:** KPERS  
**Effective Date:** October 15, 2024

### **GENERAL PURPOSE**

Performs routine accounting work primarily responsible for grant management, budget and financial statement analysis, asset and liability account reconciliations, and bid administration. This position also performs and provides back up for other accounting functions to include accounts receivable, purchasing, accounts payable, payroll, and capital assets management.

### **SUPERVISION RECEIVED**

Works under the general supervision and direction of the Deputy Finance Director.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed.)

#### **Grant Management**

- Administer and oversee Federal and other grants as directed.
- Interpret grant regulations to coordinate and complete the timely submission of grant forms and reports as per local, federal and state regulations. Advises the Director and/or Deputy Director on the expenditure of grant funds as per Plans established under various programs.
- Keep up-to-date on latest developments related to current and future grant programs.
- Communicate, record data, identify direct and indirect costs, identify whether costs are allowable and allocable.
- Ensure that the grant funds are used in compliance with grant requirements.
- Record and analyze performance metrics and performance measures.
- Perform Risk Assessments for sub-recipients, including SAM.gov verification processes.
- Prepare and submit monthly, quarterly, semi-annual, annual, and close-out reports.

#### **Analytics**

- Assist Deputy Finance Director and Finance Director with budgetary review and analysis.
- Perform analytics for budget preparation, long-term financial planning, and year-end processes.
- Assist with preparations of the statistics and demographics for the Annual Comprehensive Financial Report and Budget document.

#### **Bid Administration**

- Upon receipt of a completed Request to Bid form and after approval by the City Manager, work with Department Directors and Division Superintendents to prepare bid specifications.

- Assume responsibility for seeking open competition for formal bids, requests for proposals (RFPs), and requests for qualifications (RFQ's); maintaining bidder's lists of potential contractors of City-required goods and services.
- As appropriate, convene pre-specification conferences to assist in the drafting of open and competitive bidding specifications, and, as appropriate, convene pre-bid conferences for the purpose of reviewing and clarifying the bid specifications and answering potential bidder's questions about the bid project.
- Assure that publication notices (legal notice) for City formal bids are provided to the City Clerk for inclusion in the City official newspaper a minimum of 10 working days prior to the bid's opening date or as otherwise required by Kansas Statutes.
- Assure that bids received are received on time and in correct form and assure that bids are kept secure prior to the bid opening; and conduct the bid opening.

### **General Ledger Maintenance**

- Process miscellaneous journal entries, as directed.
- Process monthly interfund transfers, as directed.
- Reconcile asset and liability accounts for all funds on a monthly basis.
- Assist with bank reconciliations, as needed, as directed by the Deputy Finance Director.
- Maintain general ledger funds, departments, divisions, and account numbers as directed by the Deputy Finance Director or Finance Director.
- Prepare monthly, quarterly, or annual reports as directed and required, such as the annual US Census of municipal finance survey as well as other federal and state reports.

### **Accounts Payable**

- Assist with establishing and assigning vendor numbers for new vendors, maintain vendor records, and monitor vendor self-serve entries for new vendors.
- Be the backup for accounts payable and purchasing card processing.

### **PERIPHERAL DUTIES**

- Act as payroll backup, as needed.
- Act as accounts receivable and payable back-up.
- Assist with Capital assets, as directed.
- Assist with year-end activities, as directed.
- Assist with Annual Comprehensive Financial Report, as directed.
- Assist with annual audit preparation, as directed.
- Assist with long-term financial plan, as directed.
- Assist with other accounting duties, as needed.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Associate's degree in accounting with at least two (2) years of experience in bookkeeping, accounting, or related field; OR Bachelor's degree in accounting with at least one (1) year of continuous experience in bookkeeping, accounting, or related field.
- (B) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

### **Knowledge, Skills and Abilities:**

#### *Knowledge of:*

- Generally Accepted Accounting Principles (GAAP)
- Purchasing methods and procedures
- Internal controls and best practices
- Microsoft Office Suite including Excel, Word, and Outlook

#### *Skills:*

- Excellent interpersonal skills.
- Must be detail oriented and highly organized.
- Display effective time management skills.
- Possess effective verbal and written communication skills.
- Skill in operation of the listed tools and equipment.

#### *Ability to:*

- Maintain accounting records and prepare reports and statements
- Perform accounting duties efficiently and accurately
- Use analytical reasoning and problem solving
- Create and use Excel workbooks at an intermediate to advanced level
- Understand and carry out oral and written instructions
- Develop and maintain effective working relationships with City personnel and outside vendors/agencies
- Maintain confidentiality

### **DESIRABLE QUALIFICATIONS**

- (A) Two (2) or more years of specialized course work in accounting, accounts receivable, billing, cash receipts, accounts payable, general ledger, purchasing, or a related field.
- (B) One (1) or more years of continuous experience relating to governmental fund accounting.
- (C) Grant-related experience.
- (D) Knowledge/experience with Governmental Accounting, Auditing, and Financial Reporting (GAAFR) as well as procurement laws and ordinances governing the purchase of goods and services.
- (E) Experience with Munis financial software.

### **TOOLS AND EQUIPMENT**

Personal computer, including Microsoft Office, word processing, spreadsheet and data base software; financial software; printer; 10-key calculator; copy machine; scanner; typewriter; multi-line telephone system.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds, and must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

**SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written/practical examination or other job-related tests, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and requirements of the job change.

**APPROVAL AUTHORITY:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date