



Town of Coventry, CT Job Description

Position: Accountant

Department: Accounting Department

Position Purpose: Responsible for all general governmental financial transactions including payroll, accounts payable, revenue posting and the General Ledger. Responsible for financial reporting for grants; staff supervision and direction of office activities.

Supervision:

- Received:
 - Works under direction of the Finance Director
- Exercised
 - Directly supervises the Assistant to the Accountant, and other staff as assigned

Essential Duties and Responsibilities:

- Manages and supervises assigned operations to achieve goals within available resources
- Plans and organizes workloads and staff assignments and reviews progress, directing changes as needed
- Assists in selecting, training and evaluating staff
- Determines work procedures, prepares work schedules, and expedites workflow while studying and standardizing procedures to improve efficiency and effectiveness of operations
- Oversees storage and records retention requirements for office
- Documents and keeps current office procedure manuals
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures
- Performs or assists subordinates in performing duties
- Maintains General Ledger and all subsidiary ledgers
- Prepares requisitions and purchase orders for materials, supplies and equipment
- Responsible for financial administration of Grants
 - Assists and advises other departments in the handling of grants and other accounting and bookkeeping activities
- Supervises payroll preparation and leave time information
- Prepares all required reports for Federal and State agencies
- Supervises accounts payable function and general ledger function
- Serves as Assistant Treasurer
- Ensures money is deposited as needed in the appropriate accounts
- Prepares withholding taxes
- Reconciles bank accounts
- Coordinates and advises employees on implementation of benefits

- Works on preparation of annual budget and comprehensive financial report
- Prepares special budget and cost analysis reports
- Prepares and balances monthly ledgers
- Ensures that provisions of collective bargaining agreements are complied with
- Performs periodic financial studies and analyses
- Prepares and updates status for large capital projects
- Assists in the operation and maintenance of the central financial computer system
- Works with the Board of Education and citizens as necessary
- Assists in preparation of special projects as required
- Assists the Finance Director as needed
 - Signs reports and forms for the Finance Director as assigned
 - May act in the absence of the Finance Director if assigned by the Town Manager
- Attends training and conducts research to maintain current knowledge and stay aware of best practices for municipal accounting

Desired Minimum Qualifications:

- Education, Training, Experience
 - Bachelor’s Degree in Business, Accounting, or some closely required field
 - Five (5) years of progressively responsible office experience accounting, bookkeeping, financial management and grants coordination
 - Experience with supervising accounting staff and office functions
 - Must be bondable
- Knowledge, Ability
 - Knowledge
 - Considerable knowledge of Municipal accounting principles, practices and regulation
 - Experience in Grants Management
 - Thorough knowledge of double entry accounting and auditing theory principles and practices
 - Knowledge of internal control procedure and bookkeeping and accounting procedures and systems, including computer applications
 - Ability
 - Ability to communicate effectively verbally and in writing; ability to maintain confidential information
 - Memory to perform multiple and diverse tasks over long period of time and ability to remember information that has been read, studied, or previously learned
 - Ability to plan, assign, supervise and review the work of subordinate personnel
 - Ability to establish and maintain effective relationships with the public, associates and town officials
 - Ability to work independently

- **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)

- The employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle or feel objects, tools or controls
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; and talk and hear
- The employee must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus

- **Tools and Equipment Used**

- Central financial computer and printer, 10 key calculator, personal computer including word processing and spreadsheet software, phone, fax, copy machine, postage machine

- **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 in the office

The duties listed above are intended 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 job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACCOUNTANT

DIVISION : Finance

DEPARTMENT : Accounting Department

GENERAL PURPOSE : Responsible for all general governmental financial transactions including payroll, accounts payable, revenue posting and the General Ledger. Responsible for financial reporting for grants; staff supervision and direction of office activities.

SUPERVISION RECEIVED : Works under the direction of the Finance Director

SUPERVISION EXERCISED : Directly supervises the Assistant to the Accountant, and other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES : Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; reviews progress and directs changes as needed. Assists in selecting, training and evaluating staff. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Oversees storage and records retention requirements for office. Issues written and oral instructions; Documents and keeps current office procedure manuals; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Performs or assists subordinates in performing duties.

Works without supervision; maintains General Ledger and all subsidiary ledgers. Prepares requisitions and purchase orders for materials, supplies and equipment. Responsible for financial administration of Grants. Assists and advises other departments in the handling of grants and other accounting and bookkeeping activities. Supervises payroll preparation and leave time information; prepares all required reports for Federal and State agencies; supervises accounts payable function; supervises general ledger function; serves as Assistant Treasurer; ensures money is deposited as needed in the appropriate accounts; prepares withholding taxes; reconciles bank accounts; coordinates implementation of benefits; advises employees on medical benefits and forms; prepares reports as directed. Works on preparation of annual budget and comprehensive financial report; prepares special budget and cost analysis reports; prepares and balances monthly ledgers; ensures that provisions of collective bargaining agreements are complied with; performs periodic financial studies and analyses; Prepares and updates status for large capital projects; assists in the operation and maintenance of the central financial computer system; works with the Board of Education as necessary; works with citizens; assists in preparation of special projects as required; performs related work.

Assists the Finance Director as needed, signs reports and forms for the Finance Director as assigned. May act in the absence of the Finance Director if assigned by the Town Manager.

DESIRED MINIMUM QUALIFICATIONS:

- A. Bachelors Degree in Accounting or Business.

- B. Five years of progressively responsible office experience in accounting, bookkeeping, financial management and grants coordination.
- C. Supervisory experience of accounting staff and office functions.
- D. Any equivalent combination of education and experience with no less than two years of accounting or bookkeeping experience.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES:

- A. Considerable knowledge of Municipal accounting principles, practices and regulations. Experience in Grants Management.
- B. Thorough knowledge of double entry accounting theory principles and practices, auditing theory and practices; internal control procedure and bookkeeping and accounting procedures and systems, including computer applications.
- C. Skill in operating listed tools and equipment.
- D. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to maintain confidential information.
- E. Ability to work effectively with and to supervise others.
- F. Memory to perform multiple and diverse tasks overlong period of time and ability to remember information that has been read, studied, or previously learned.

SPECIAL REQUIREMENTS: Must be bondable.

TOOLS AND EQUIPMENT USED: Central financial computer and printer, 10 key calculator, typewriter, personal computer including word processing and spreadsheet software, phone, fax, copy machine, postage machine.

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, talk, or hear. The employee is occasionally required to walk, use hands or finger, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus. Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read graphs and/or diagrams and read from a computer monitor.

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 quiet.

The duties listed above are intended 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 job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted by Council: 2/7/05

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