

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Accountant – Processes and System</b>	Department:	Controller's Office
Requisition Number:	2025206		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$66,975.00 to \$93,764.00 Annually
Date Posted Up:	4/3/25	Date Posted Down:	Until Filled
Time Up:	8:00 am	Time Down:	

**SUMMARY**

Working under the direction of the Finance Manager, the Accountant V – Processes and System maintains, supports and analyzes accounting data to ensure proper accounting principles are being followed. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

These include the ability to interact with the public, City employees, and outside agencies with patience, tact, respect, and professionalism and the following: Other duties may be assigned.

**Fiscal Responsibility**

- Assists in review of payment vouchers including P-Card vouchers for accuracy, completeness and to ensure compliance in processing and approval;
- Assists in preparation, review, and monitoring of the Civil City expense budgets;
- Assists with processing check runs, wire transfers and ACH deposit in financial system;
- Analyzes and prepares information needed for year-end reporting and audit.
- Analyzes current processes, identifies areas of improvement, and assists in creation of implementation and training documents as they relate to the City financial system and Citywide workflow of City's financial system;
- Conducts ongoing financial system and Controller's Office training for all Civil City departments;
- Understands all operating procedures within the Controller's Office;
- Creates and maintains standard operating procedures and process documentation for Controller's Office;
- Ensures compliance with the City Policy and Procedure Manual;
- Ensures compliance with Department policies and procedures;
- Assist with financial system maintenance to ensure compliance and consistency;
- Serves as backup for other positions as assigned;
- Develops working knowledge of financial system modules;
- Serves on any IT related groups as Controller's Office representative;
- Serves as liaison between Controller's Office and City's third-party system contractor;
- Coordinates, communicates and schedules testing requirements for upgrades and implementations.

**MARGINAL FUNCTIONS**

Performs other duties as assigned.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible for managing their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND/OR EXPERIENCE**

- Bachelor of Business Administration (BBA) or Bachelor of Science (BS) degree with a concentration in Accounting or Finance or currently pursuing degree;
- A minimum of two (2) years related work experience.

### **OTHER KNOWLEDGE, SKILLS AND/OR ABILITIES**

- Practical knowledge of accounting principles and methodologies;
- Organizational skills conducive to data tracking and accounts management;
- Ability to accomplish position objectives with minimal supervision;
- Experience with Microsoft Office tools;
- Careful attention to detail and accuracy.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers and coworkers.

### **MATHEMATICAL SKILLS**

Ability to choose the correct mathematical method or formula to solve a problem. Ability to add, subtract, multiply or divide quickly and correctly. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License if City vehicle is used.

### **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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. No special vision requirements.

## **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 moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

## **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.