

CITY OF FORT WAYNE JOB POSTING**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	Accountant IV-Accounts Receivable	Department:	Controller's Office
Requisition Number:	2022244		
Hours:	8:00 a.m. – 5:00 p.m., will vary	Rate of Pay:	\$57,300.00 Annually
Date Posted Up:	8/18/2022	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Manager-Finance the incumbent 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 City and department policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES 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

- Reviews payment vouchers and cash receipt transmittal forms for accuracy, completeness and to ensure compliance in processing and approval;
- Assist with accounts receivable billings;
- Verifies accounts receivable report to accounting system monthly;
- Reviews aged accounts receivable report monthly and prepares paperwork for collections agency;
- Prepares monthly financial management reports;
- Performs periodic audits of petty cash funds;
- Schedules and performs periodic departmental inventories;
- Ensures compliance with all Civil City and Department policies;

Document Processing & Analysis

- Maintains State website, "Gateway", with timely information as required, including but not limited to budgets, budget adjustments, debt information and monthly/annual engagement uploads;

Department Support

- Assists with financial system upgrades;
- Scans and files supporting documents in the document management system;
- Serves as backup for other positions as assigned;
- Develops working knowledge of financial system, especially modules specific to Accounts Payable and Accounts Receivable;
- Understands processes in all areas of department.

MARGINAL FUNCTIONS

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Business Administration/Accounting PLUS related work experience.

OTHER SKILLS and/or ABILITIES

- Practical knowledge of accounting principles and methodologies;
- Organizational skills conducive to data tracking and accounts management;
- Ability to define problems, collect data, establish facts and draw valid conclusions;
- Ability to accomplish position objectives with minimal supervision;
- Experience with Microsoft Office tools;
- Careful attention to detail and accuracy.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage 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.

LANGUAGE SKILLS

Ability to read, analyze, and interpret financial reports. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

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.

REASONING ABILITY

Ability to apply general rules to specific problems to produce reasonable outcomes. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

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 accommodations 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 sit, reach with hands and arms, and talk or hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. 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 or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st 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.