

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Financial Accountant	Department:	Financial Services
Requisition Number:	2019204		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$55,928.92 - \$77,181.91 Annually
Date Posted Up:	10-9-19	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the City Utilities Manager of Financial Operations, the incumbent will manage the reconciliation of several subsidiary systems to the general ledger. The incumbent will be responsible for City Utilities revolving loan financial process and performs other accounting functions as necessary. 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 and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

Revolving Loans

- Responsible for the revolving loan financial processes and the integrity for the loan sub ledger system;
- Reconciles all aspects of and reports on revolving loan projects;
- Prepares and mails the monthly and annual loan billings;
- Enters the cash receipts for the loans in the loan subsidiary system;
- Performs periodic reconciliations between the loans system and financial system;
- Manages and directs the collection efforts for the loans;
- Prepares all necessary journal entries involving the loans;
- Prepares cash flows reports on the revolving loan programs;
- Prepares audit workpapers relating to revolving loan accounts;
- Prepares and distributes tax forms related to the loan process.

Accounts receivable

- Prepares aging on open accounts receivable and balances to General Ledger;
- Acquires expert level understanding of the Customer Information System (CIS) to ensure the CIS and the general ledger each reflect the same financial values at the accounts receivable level;
- Prepares and submits for review the Accounts Receivable Roll Forward report;
- Posts daily cash to accounts receivable;
- Maintains sewer connect/sewer reimbursement payments;
- Generates late charge reports for sewer invoices;
- Processes invoices for collection/write off;
- Maintains write off accounts;
- Coordinates the lien process;
- Provides collections process support.

MARGINAL FUNCTIONS

- Provides the final review and approval of Utility payment vouchers ensuring compliance with Utility purchasing policy, Utility approval authority, vendor discounts taken and coded with proper accounting;
- Educates Utility personnel on appropriate payment procedures and fields payment voucher questions from other departments;
- Performs accounting review for all City Utilities travel expense reimbursement requests and submits them to Payroll for processing;
- Prepares quarterly labor analysis report;
- Assists with year-end audit work papers and financial statement preparation;
- Prepares month end journal entries related to capital overhead project tracking;
- Prepares necessary monthly and annual reporting relating to subsidiary systems;
- Assists with the monthly and annual financial close to include conversion of all records to full accrual in preparation of financial reporting;
- Provides general billing for private sewer connects and other miscellaneous billings;
- Monitors and ensures SOPs for finance department are current and comprehensive
- Maintains complex sets of records, files, and other official documents;
- Assists the department manager and utility leadership in preparing special reports, researching and analyzing statistical, administrative, fiscal, personnel, and operational issues and organizational studies involving administrative or operational procedures, functions, processes, and techniques, and developing recommendations based on findings, identifying issues, and analyzing alternatives;
- Uses critical thinking and independent judgement in handling confidential and sensitive issues;
- Assists in preparation of annual budget and financial reports;
- Implements new systems, methods, and procedures;
- Performs other duties as required.

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.

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

EDUCATION and/or EXPERIENCE

- Any combination of education/experience equivalent to a Bachelor's Degree in accounting or related field and four (4) years general accounting experience;
- Proficiency in Microsoft Suite products, Crystal Reports, and database analysis.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Specialized knowledge of commonly used accounting principles and methodologies including accounts payable, accounts receivable, fixed assets and the general ledger;
- Computer literacy;

- Communication skills conducive to maintaining optimum working relationships; Organizational skills detail-oriented to accurate data classification, recording and tracking;
- Communicates effectively both orally and in writing.

LANGUAGE SKILLS

Contacts occur throughout the work with coworkers, other departments the general public and financial officials in order to give or solicit information, explain procedures, interpret departmental policy, coordinate activities, and monitor financial entities such as investments, bonds, trust agreements, etc.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

The incumbent is expected to work with generally accepted but not always clearly applicable guidelines with a wide variety of complicated general accounting procedures. Incumbent's tasks are of substantial intricacy involving variables or considerations with inter-relationships in accounting techniques. Incumbent uses considerable judgment in the interpretation and application of general accounting standards and precedents.

The incumbent makes substantial contributions involving non-routine decisions and recommendations while performing assigned duties. The general objectives and boundaries are indicated. Problems encountered during work causing questions about objectives and boundaries are discussed. Decisions and recommendations are reviewed for attainment of objectives and compliance with Utility policies.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana driver's license if City vehicle is used;
- CPA preferred.

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; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and 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 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. 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.
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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.