

CITY OF IOWA CITY - Job Description

Job Class #27-18

FLSA Exempt
Civil Service

Identification

Position Title: Accounting Coordinator
Department: Finance
Division: Accounting
Supervisor: Assistant Finance Director

Job Summary

Assists Assistant Finance Director in directing the operational, financial, and personnel activities of the Accounting Division. Assists the Assistant Finance Director in planning, assigning, reviewing the work and evaluating the performance of the support staff in the maintenance of accounting records, payroll processing, accounts receivable, accounts payable, and financial reporting. Accounts for all grants, prepares annual audit work papers, compiles and assists Assistant Finance Director in the review of the annual financial report.

Job Scope

In absence of Assistant Finance Director, supervises Accounting Division. Financial responsibility City-wide for Accounting division and accounts payable, receivable, payroll and reconciliation of accounts.

Essential Job Duties and Responsibilities

Instructs, advises and trains support staff in methods and procedures.

Acts as Assistant Finance Director in their absence.

Compiles and **analyzes** financial information.

Prepares journal entries, documents business transactions.

Reconciles subsystems, such as accounts payable and project ledger.

Performs month end processing, closing and reporting for all funds and accounts.

Prepares and **maintains** chart of accounts and project ledger; **responds** to department and division requests for new account and new project setup.

Performs various grant accounting.

Reviews grant expenses, **determines** expense eligibility, **consults** with other City departments, **monitors** grants, **requests** funds and **compiles** reports.

Reviews the accounting of grants prepared by other departments.

Verifies the accuracy of reporting activities and **assists** in making corrections.

Assists in the coordination and preparation of the comprehensive annual financial report for audit and publishing.

Coordinates and **prepares** the Federal Single Audit for the Comprehensive Annual Financial Report.

Collects, calculates and **analyzes** fiscal data pertaining to financial transactions, operating transfers, grant activities, and revenue and expense analytical review.

Analyzes, documents and **prepares** journal entries for asset, liability, revenue and expense activities on an accrual basis.

Prepares audit work papers and lead sheets.

Reconciles various accounts including property tax payable and Police forfeiture accounts.

Bills outside agencies for City services provided.

Checks receipt and expenditure activities for other divisions and **provides** details and analysis when needed.

Generates, prepares and **compiles** various state and federal annual reports such as Road Use Tax, financial portion of National Transit Database, 1098 INT, 1099-S, and **assists** with 1099-MISC.

Communicates within division and with other divisions and departments.

Monitors and **reports** on grants from federal, state and local agencies.

Trains co-workers for backup in these job duties; **receives** training as backup in other accounting functions.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs all other related duties as assigned.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. 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; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk or stand. Specific vision abilities required by this job include close vision.

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

Bachelor's degree in accounting from an educational institution accredited by a DOE recognized accreditation body and two years of governmental accounting experience required. Or an equivalent combination of education and experience. Must pass criminal background check.

Preferred Education, Experience and Certification

Three years of governmental accounting experience preferred. Certified Public Accountant preferred. Three years financial analysis experience preferred. One year supervisory experience preferred.

Knowledge, Skills, and Abilities

Knowledge of generally accepted accounting principles, governmental accounting, and auditing principles and procedures. Skills in oral and written communication. Skills in computer operations and spreadsheet design. Skills in financial analysis and related problem solving, ability to summarize data and meet required deadlines. Ability to operate standard office equipment. Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Ability to read and interpret technical materials, reports, and journals. Ability to develop and present mathematical information.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.