



**Town of Grand Chute  
Position Description**

<b>Job Title:</b>	Accountant	<b>Reports To:</b>	Deputy Finance Director/Treasurer		
<b>Department:</b>	Finance	<b>Date:</b>	January 24, 2023		
<b>FLSA Status:</b>	Non Exempt	<b>Pay Grade:</b>	K	<b>FTE:</b>	1.0

**General Job Summary**

This position assists the Finance Director and Deputy Finance Director in monitoring and maintaining all financial activities for the Town and Town-owned utilities. This includes preparing journal entries and financial statements, reviewing and monitoring financial transactions, assisting departments with budget activity and other accounting and financial related functions.

<b>Duties and Responsibilities</b>		<b>Estimated % of Time</b>
1.	<b>General Ledger:</b> Prepares and enters general ledger journal entries. Maintains schedules for balance sheet accounts identifying, investigating, and troubleshooting issues as needed. Makes standard accounting decisions investigating items with other departments, vendors, and reviewing Generally Accepted Accounting Principles as necessary. Works with staff from other departments to verify that account balances and activity are coded correctly. Prepares audit work papers and account reconciliations. Responds to auditor inquiries and requests.	25
2.	<b>Cash Management:</b> Prepares the monthly bank reconciliations. Trains staff on cash handling and collections procedures, software, and services to citizens/customers. Primary contact with credit card processing vendor. Communicates with vendor and Town staff to resolve any issues.	10
3.	<b>Budget and Reporting:</b> Assists with the preparation of budget spreadsheets, reports and the recommended and approved budget documents. Assists with budget monitoring and analysis of account activity. Prepares monthly financial reports to the Town Board and/or Finance/Investment Committee. Responsible for governmental reporting to State and Federal entities, including, but not limited to, quarterly sales tax. Stays current on state sales tax regulations and informs departments as needed.	15
4.	<b>Special Assessments:</b> Manages all aspects of special assessments, including, but not limited to, mailing out letters, importing assessments into software, reconciling, and creating the special assessment file for the tax roll annually.	10
5.	<b>Taxes:</b> Coordinate all aspects of property tax collection and tax settlement process, including, but not limited to, tax receipting with multiple financial institutions, overseeing tax collection procedures at Town Hall, and creating reports for tax settlement.	15

6.	<b>Fixed Assets/Insurance:</b> Assists with managing the handling of auto insurance claims. Manage vehicle and equipment fixed asset additions and deletions.	10
7.	<b>Customer Service:</b> Provides information and assistance to Town staff and the general public regarding accounting transactions and related inquiries. Serves as the main customer service lead, assisting customers with questions and resolving disputes.	10
8.	<b>Back up and Miscellaneous:</b> Serves as back up to Account Clerk II (cash receipting and payroll) and Deputy Clerk (Accounts Payable). Works on miscellaneous projects as requested by the Deputy Finance Director and/or Finance Director.	5
Perform additional duties as assigned and attend the Town required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the Town or governmental authority.		

### **Required Minimum Qualifications**

#### **Education & Experience**

- Bachelor's degree in Accounting, Finance, or a related field.
- 3 – 5 years of progressively responsible accounting experience.

#### **Knowledge, Skills, and Abilities**

- Knowledge and understanding of governmental fund accounting principles and practices.
- Knowledge of Generally Accepted Accounting principles.
- Ability to read, understand, and interpret contracts, budgets, financial statements, accounting policies and procedures, and audit reports.
- Ability to use logic and reasoning to identify problems and make sound decisions, including situations where only limited information is available, while conducting research, analyzing complex issues, and formulating recommendations.
- Ability to maintain efficient and effective financial systems and procedures.
- Ability to reconcile accounts with significant and varied activity.
- Advanced analytical and problem-solving skills.
- High degree of integrity, discretion and ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with all Town staff.
- Proficiency with Word and Excel and ability to learn the Town's financial software.
- Exceptional attention to detail.
- Ability to work under pressure and/or frequent interruptions.
- Ability to manage multiple projects simultaneously.
- Ability to talk politely and resolve customer service issues.
- Ability to communicate effectively, verbally and in writing.
- Ability to work in a team environment with other departments.

The Town may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

#### **Equipment Used**

Computer, phone, multifunction copier, fax, mail machine, calculator, and other general office equipment.

**Working Conditions**

Work is primarily in a climate controlled office environment. Typical hours are Monday – Thursday 7:00 a.m. – 4:30 p.m. and Friday from 7:00 a.m. – 11:00 a.m.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job.

Generally a sedentary position working in a professional office environment. Regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms. Frequent talking, hearing/listening, seeing/observing, and performing repetitive motions. Occasional physical activities such as stooping, kneeling, crouching, standing, walking; lifting, carrying, pushing, and pulling up to 10 pounds.

**Note**

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job. Percentage of time may vary widely depending on the needs of the position during any particular time period.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.