

# City of Wadsworth

## Position Description

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Classification: Accountant I

Department: Finance / Auditor's Office

Reports to: Assistant Auditor

Positions Supervised: None

<b>Status: Full time (80 hours)</b>	<b>Appointed: Yes</b>
<b>Pay Grade: PM –1 (\$22.48 – \$33.72/hr.)</b>	<b>FLSA Status: Exempt</b>
<b>Normal Working Hours: Monday - Friday, 7:30 A.M. to 4:30 P.M.</b>	

**Job Summary:** Under the general supervision of the Assistant Auditor, is responsible for performing advanced financial accounting work and related duties as required. This is an advanced professional accounting position with emphasis on capital asset management.

### Essential Duties and Responsibilities:

- Monitor Governmental Accounting Standards Board statements
- Implement new standards related to the management of capital assets
- Tracking and reporting of the City's capital assets
- Prepare and maintain work papers related to reporting capital assets for the Comprehensive Annual Financial Report (CAFR)
- Prepare other work papers for other areas of the CAFR, as requested.
- Assist in the financial audit of the City's capital assets
- Perform internal auditing of capital assets on a periodic basis
- Assist departments with annual budgeting for capital
- Review capital budgets to ensure correct line items and funding sources are utilized
- Monitor and maintain capital asset financial records of the City in accordance with GAAP
- Calculate and track depreciation and disposal of capital assets on an ongoing basis
- Provide data/reports for Auditor, Assistant Auditor, administration and departments for capital planning
- Primary contact for residents for City income tax assistance and tax preparation
- Receipt revenue collections not prepared by other departments
- Other duties/responsibilities as assigned

<b>Knowledge of:</b>	<b>Skills and Abilities to:</b>
<ul style="list-style-type: none"><li>• General knowledge of current governmental accounting principles and practices</li><li>• Knowledge of Generally Accepted Accounting Principles (GAAP)</li><li>• Knowledge of governmental accounting standards (GASB)</li><li>• Working knowledge of budgetary, accounting and reporting systems</li><li>• Considerable knowledge of computerized financial applications, including Microsoft Office software; especially Microsoft Excel</li><li>• Document management systems</li><li>• Income tax</li></ul>	<ul style="list-style-type: none"><li>• Ability to exercise independent judgement and initiative in recommending and establishing efficient and effective financial systems and procedures for accurately tracking and reporting capital assets</li><li>• Ability to read and understand City ordinances and policies</li><li>• Ability to develop and maintain effective working relationships with coworkers, department heads and supervisors, as well as the general public</li><li>• Ability to lift up to 20 pounds on occasion; ability to kneel, climb ladders, and/or bend for short periods of time</li></ul>

**Minimum Qualifications for Employment:**

- Bachelor’s degree from an accredited four year college/university with a major in accounting (preferred), finance and/or public administration or closely related field
- Considerable training/experience using Microsoft Office software; Word and Excel
- Possess and maintain a valid State of Ohio motor vehicle operator’s license and to maintain insurability with the City’s general liability policy

**Preferred Qualifications for Employment:**

- One to three years of experience in the public sector/governmental accounting
- Year-end GAAP conversion experience
- Knowledge of Tyler Technologies/ New World ERP
- Audit experience

**Application Process:**

Interested candidates should submit a detailed resume reflecting the nature of the work performed in both current and prior employment. Emphasis should be given to work experience, training and/or duties performed that are relevant to this position. Resumes may be dropped off in person at the Human Resources office or submitted in the following manner:

E-Mail: Tara McCulloch, Human Resources Director at [jobs@wadsworthcity.org](mailto:jobs@wadsworthcity.org)

12/11/2019

**Posting Date: December 11, 2019**

**Posting Deadline: January 10, 2020, 4:00 PM**

\* Resumes must be received in Human Resources by 4:00 P.M. on the deadline date, regardless of the method of submission. Late submissions will not be considered.