



## STAFF REPORT

DATE: April 17, 2018  
CONSENT  
ITEM #: 10

**TO:** Mayor and Council  
**AGENDA ITEM:** Revised Accountant Job Description  
**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

The Council adopted the job description for the accountant at their February 7, 2017 meeting. At that time the city planned to use a consultant finance director so the accountant position was drafted to report to the City Administrator.

### **ISSUE BEFORE COUNCIL:**

Should the City revise the account job description to change the reporting structure?

### **PROPOSAL:**

Since the City will be hiring a Finance Director as a city employee and moving away from the contracted position, the accountant job description is proposed to be revised so that the accountant reports to the Finance Director rather than the City Administrator.

### **FISCAL IMPACT:**

NA

### **RECOMMENDATION:**

If removed from the consent agenda:

***“Motion to revise the Accountant Job Description to report to the Finance Director.”***

### **ATTACHMENTS:**

- Job Description

# City of Lake Elmo

**Job Title:** Accountant

**Department:** Finance

**Status:** Full-time regular position

**Benefits:** Qualifies for full-time benefits

**Reporting Relationship:** Reports to ~~City Administrator~~Finance Director

**Supervisory Duties:** This position has no supervisory duties.

**Position Details:** To perform a variety of accounting functions including accounts payable, payroll, utility billing, account reconciliations, annual budget preparation, year-end audit preparation, and other duties as assigned.

**Accounts Payable:**

- Responsible for processing accounts payable
- Responsible for Department filing and reporting
- Coordinate with Departments to ensure vouchers are properly coded and approved for payment

**Payroll:**

- Responsible for processing payroll and all state and federal related reporting
- General knowledge of benefits and new hire requirements
- Responsible for gathering of timesheets, data entry of time, and issuance of electronic transfers to employees

**Utility Billing:**

- Provide customer service on-site, front counter, e-mail inquiries and phone calls
- Responsible for utility billing processing: including processing bills, payments and adjustments as needed
- Complete assessment and utility search inquiries
- Assist the Finance Director in preparing the annual assessment report for the County
- Working with Public Works as new meters are set-up and meters are shut off

**Annual Financial Preparation:**

- Assist with year-end audit schedules and preparation
- Assist with budget preparation
- Complete monthly reconciliation of Developer Escrow

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

**Position Requirements**

***Knowledge, Skills and Abilities:***

- Demonstrates ability to prioritize tasks, solve problems and meet deadlines

- Works well with internal staff and provides them with accurate and timely financial reports and problem resolution when appropriate
- Makes minimal errors completing recurring entries, bank reconciliations, monthly billings, calculations, subsidiary spreadsheets, accounts payable and payroll processing
- Ability to perform with minimal supervision
- Contributes to the team effort and positive image of the Department by consistently providing a high level of support to internal and external customers
- Promptly resolves accounting problems in a constructive and well-documented manner
- Maintain internal and external relationships via in-person, phone, or e-mail with residents, vendors, auditors, staff, realty agents and bank professionals

**Education:** four-year degree in business, liberal arts, or accounting

**Requirements:** Minimum of two years' experience in payroll, accounts payable and general ledger experience

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Microsoft Office Products

**Desired Qualifications:**

- Education and experience in accounting and finance
- Ability to exercise independent judgement and discretion in decision-making
- Ability to effectively problem solve using analytical and strategic thinking
- Knowledge of principles and practices of local government
- Advanced computer software experience and proficiency in Word, Xcel and other financial software packages

**Physical and Mental Requirements:** Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. The individual may encounter unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts.

*\*\* The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**Working Conditions:** Most work is performed in an office setting

**Competencies Common to All City Positions:**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity

expected from all staff

- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies

*\*\* The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*