

MEMORANDUM

To: All Department Heads / Division Managers

From: Terry Fornash, Human Resources Coordinator

Date: June 26, 2020

Re: Staff Accountant Position

This is a full time position with a starting salary range \$45,000 - \$55,000 depending on education and experience includes full benefits. This position emphasis on reconciliations and journal entries. Should any City of Newport employee be qualified and interested or know of anyone interested and qualified please contact Terry Fornash @ 655-6349 or (ext. 6349). Open until filled

FINANCE DEPARTMENT STAFF ACCOUNTANT

GENERAL PURPOSE OF THE JOB:

To support the Finance Director and Senior Accountant in carrying out the responsibilities of the Finance Department and to relieve them of certain responsibilities that will allow them to spend a greater portion of their time on financial statement preparation and analysis, budget and variance issues, forecasting, audit and general accounting compliance issues, and contracted outside accounting.

ESSENTIAL FUNCTIONS:

- Reviews cash logs daily, tracking discrepancies between bank transactions and recorded transactions;
- Reconciles all bank accounts to the general ledger, prepares and records related necessary journal entries;
- Assists with the monthly processing and reconciliation of all fund's general ledgers; prepares various monthly journal entries as necessary for proper balancing of accounts;
- Maintains the fixed asset workbook and system and associated depreciation schedules, provides monthly or quarterly details to the Finance Director for general journal entries; ensure proper recording of new purchases and disposals;
- Provides support with financial preparation of monthly, quarterly and annual statements (IE: balance sheet, statement of revenues and expenditures, Comprehensive Annual Financial Report, Uniform Financial Information Report) and/or various detailed reports for local, state and federal agencies;
- Helps with property tax billing and receivable processes, including payment agreements and delinquencies;
- Manages employee credit card applications and charges;
- Will audit expenditure requisitions and vendor invoices and recommend budget amendments as required;
- Appears for work on time dressed in a work appropriate attire and completes assigned tasks within a reasonable or specified period of time;

- Works in a safe manner, observing all safety rules and poses no significant risk to the health and safety of others.

ADDITIONAL JOB DUTIES:

- Back up and assistant to the Accounts Payable Process;
- Performs additional duties as required.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduate from a standard high school, or equivalent;
- Associates Degree and working towards a Bachelor's Degree in Finance or Accounting.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to establish and maintain effective working relationship with other employees and the general public;
- Must be proficient and detailed oriented with projects or task;
- Must be highly skilled in dealing with financial and numeric data;
- Must be highly skilled in use of Excel Spreadsheets with the ability to learn and master accounting software;
- Must be proficient in Micro Soft Word;

NECESSARY SPECIAL REQUIREMENTS:

- Must be bondable.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to communicate effectively and prepare reports requiring writing, reading, mental reasoning, and interpretation;
- Ability to operate modern office equipment typically using hands and fingers;
- Ability to lift up to 25 pounds as required;
- Work is typically performed in an office setting at a desk or table with intermittent standing or stooping.