



DEPARTMENT OF

FINANCE

ACCOUNTANT

Salary: \$57,780-\$64,922

Type: Full Time

Benefits: Full Benefits

Date Posted: 10/17/2024

About Finance

The Finance Department establishes and implements the financial policies and procedures of the City, invests city funds, and handles deposits and payments of city monies. The Finance Department accepts payments for the following: water/sewer/trash disposal fees, parking tickets, building permits, personal property taxes, trash can purchases, code books, City licenses and real estate taxes.

Profile

Under the supervision of the Assistant Director of Finance – Accounting, the Accountant is a key member of the Finance team. This position will be responsible for reconciling accounts receivable, grant, and other general ledger accounts. The accountant will be responsible for internal auditing, which may require visits to other departments within the city. The accountant will provide support to the Director and Assistant Directors as needed to support the Finance office in delivering efficient and effective municipal services at a high level of customer satisfaction.

Preferred Education

Bachelor’s Degree in Accounting or a related field.

Preferred Experience

At least three (3) years of accounting experience. Governmental and grant accounting experience is recommended.

Requirements/Certifications

Excellent written and verbal communication skills. Experience with Microsoft Office with proficiency in Excel.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Accountant

Grade: 10

Department: Finance

FLSA Status: NE

Date: 10/16/2024

Position Profile: Under the supervision of the Assistant Director of Finance – Accounting, the Accountant is a key member of the Finance team. This position will be responsible for reconciling accounts receivable, grant, and other general ledger accounts. The accountant will be responsible for internal auditing, which may require visits to other departments within the city. The accountant will provide support to the Director and Assistant Directors as needed to support the Finance office in delivering efficient and effective municipal services at a high level of customer satisfaction.

Duties and Responsibilities

Administration/Task Management: Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner.

- Reconciliation of accounts receivable, grant, and other general ledger accounts;
- Internal auditing to include visits to other departments within the city;
- Processing of manufacturing exemptions submitted to the city in accordance with city policies;
- Assist with special projects as assigned;
- Verify and record fixed assets, additions and or deletions, and run annual depreciation;
- Update, monitor, and record all capital improvement project activities;
- Assist preparing, maintaining, and reconciling audit schedules as required;
- Assist with capital and operating budgets as assigned;
- Performs basic accounting functions as assigned;
- Serves as backup to other departments;
- Keeps supervisor informed of unusual or detrimental issues and process problems;
- Keeps informed on current accounting practices by attending workshops and educational programs or reading specialized literature;
- Performs other duties as assigned;

Skills Proficiency/Strategic Planning: Skillful in use of tools, hardware, software, and equipment.

- Familiarity with laws, regulations, and best practices applicable to accounting standards.
- Proactive and independent with the ability to take initiative.

- Excellent time management skills with a proven ability to meet deadlines.
- Experience with Microsoft Office with proficiency in Excel.

Leadership/Team Leader: Acts as a role model and peer leader among teammates and colleagues.

- Provides direction and assists with all finance processes.
- Collaborates with the Director and Assistant Directors of Finance, as well as other City departments.

Stewardship/Financial: Prepares and manages capital and operating budgets within established guidelines.

- Manages reconciliation of General Ledger for all assigned balance sheet accounts to support documents on a quarterly basis.
- Monitors and reviews Operating budget.

Development/Leadership Development: Participate in opportunities to earn or maintain professional credentials and certifications.

- Develop relationships with managers to help foster services provided by finance to other City departments.
- Attends professional workshops and meetings related to finance.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's Degree in Accounting or related field, required
- A minimum of three (3) years of progressively responsible professional accounting and administrative experience. Experience in governmental and grant accounting experience is recommended.

Physical Requirements

- Work requires no unusual demand of physical effort.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.