


Title: Financial Accountant	
Department: Finance	
Status: Exempt	

Summary Objective

The purpose of this position is to participate in the preparation and maintenance of complex financial records to include controlling the banking system and managing the funds transmission system. Analyze financial information; prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within the City.

This position works under general supervision, independently developing work methods and sequences.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Prepares, examines, or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Analyzes data and prepares year-end schedules and entries for audit.
- Assists auditors with scheduling, the provision of information, and space requirements.
- Creates, analyzes, reconciles, schedules, and maintains subsidiary system of account balances for monthly balance sheets. Conducts balance checks between subsidiary and general ledger accounts.
- Reviews department's monthly budgets for abnormalities and gathers information from department heads; prepares analyses of monthly budget reports and assists in the preparation of the budget.
- Maintains the preparation and maintenance of accounting records and systems; develops and maintains appropriate accounts and records.
- Assists in the risk management functions by collecting and filing all insurance claims and preparing monthly reports.
- Verifies and allocates payable transactions; answers account payable vendor inquiries; and posts transactions to accounts in journals or computer files from documents such as purchase orders, invoices, receipts, accounts for fees, check stubs, and computer printouts.
- Compiles reports, prepares checks, and maintains accounts payable files.
- Manages daily cash by reviewing bank account balances to ensure the financial position is within the cash flow requirements.
- Reconciles bank statements to the general ledger monthly and prepares journal entries.
- Establish tables of accounts and assign entries to proper accounts.

Financial Accountant

- Develops, implements, modifies, and documents recordkeeping and accounting systems; makes use of current computer technology.
- Computes taxes owed; prepares tax returns; and ensures compliance with payment, reporting, or other tax requirements.
- Compiles data for daily, monthly, annual, and other departmental reports.
- Processes and maintains a variety of daily, monthly, and yearly organizational forms, records, reports, and accounts including budget, expenditure records, worksheets of revenue, expenses, special deposits, adjustments, and equipment and supply requisition forms.
- Assists in the administration of the Community Development Block Grant (CDBG).
- Files and retrieves materials and data from department computerized and manual filing systems; maintains the department's filing systems.
- Performs related work as assigned.

Knowledge, Skills, and Abilities:

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting. Thorough knowledge of the principles and practices of automated systems and their use in a municipal environment. Considerable knowledge of supervision including motivation, communication, leadership, performance coaching and evaluation. Ability to obtain a thorough working knowledge of Virginia General Statutes and of local ordinances governing municipal financial practices and procedures. Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms, and records. Ability to plan, organize direct, and evaluate the work of supervisors and employees in the specialized field of accounting and collections. Ability to design and prepare analytical or interpretative financial statements. Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials and other City employees. Ability to conduct long range fiscal planning and perform accurate and thorough analysis while preparing financial records and reports.

Minimum Education and Experience Requirements:

- Bachelor's Degree in Accounting, Finance or related field.
- Two (2) years of accounting experience or an equivalent combination of education, training and experience.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

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Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None

Special Certifications and Licenses:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Americans with Disabilities Act Compliance

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

May be required to work nights, weekends, and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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