



Accountant, Finance Department City of Sycamore

The City of Sycamore is seeking an Accountant within the Finance Department. This position reports directly to the City Treasurer. Position is created and governed by City Code and City policies and shall comply with Federal, State and Local rules and regulations governing the position.

This is a full-time position assigned to the Finance Department. The position of Accountant is responsible to administer financial accounting activities as necessitated by GASB, State and Federal requirements, and other related duties, as assigned.

Minimum qualifications required:

Education:

- Bachelor's degree in accounting, finance, business, or public administration required; CPA highly preferred

Experience:

- Two years of accounting and government expertise preferred.

This is non-exempt, AFSCME Local 3957, full-time position that requires a normal 40-hour workweek. The starting annual salary is \$60,973. The City of Sycamore offers a generous benefit package. Candidates must meet the 20-mile residency requirement.

Please visit our website to view the full job description at www.cityofsycamore.com. All interested individuals should submit an application directly to the Human and Administrative Resources Department. Position will remain open until filled. Any questions or inquiries can should be directed to Human and Administrative Resources Director, Maggie Peck at 815-895-0786 or mpeck@cityofsycamore.com.

The City of Sycamore is an Equal Opportunity Employer

**CITY OF SYCAMORE
JOB DESCRIPTION**

DATE APPROVED: 2020

POSITION TITLE: Accountant

GROUP: Administration/Finance

REPORTS TO: City Treasurer

FLSA STATUS: Non-Exempt; represented by AFSCME Local 3957

JOB SUMMARY

The position of Accountant is assigned to the Administration Department and is under the direct supervision of the City Treasurer. The Accountant's primary responsibility is to perform certain varied and complex administrative tasks, including public policy research, financial analysis, administration of intergovernmental agreements, budget management and review, personnel administration, payroll, general ledger review, bank reconciliations, fixed assets accounting, public surveys, and special projects.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Administrative:** Conduct public surveys on a variety of administrative and public issues; assist with budget analysis; and, assist the City Manager and the City Treasurer with the preparation of background reports for the City Council and other public meetings, the preparation of grant applications and grant administration, and various daily tasks as assigned.

- **Finance/Accounting:** Professionally administer financial accounting activities as necessitated by GASB, State, and Federal requirements; oversee all City funds; perform payroll functions; perform reviews on the general ledger by account, fund, and system as a whole; prepare and review journal entries; prepare and review liens; implement and recommend improvements to the accounting system; assist in the review and maintenance of capital project records; review and maintain budgetary records as directed; professionally administer financial accounting as required by GAAP, State, and Federal guidelines; processing of the City's bi-weekly payroll; assist with the day-to-day collection of the City's transfer tax; process year-end 1099 forms; administer the collection of the City's home rule motor fuel tax; assist with performing reviews on the general ledger by account and fund; prepare and review journal entries; perform aspects of the bank reconciliation process to further efforts to segregate duties, and assist with the City's fixed asset accounting; review and maintain budgetary records as assigned by the City Manager and the City Treasurer; review and assist with as needed accounts payable and receivable functions; perform accounting functions as needed and as assigned by the City Manager and the City Treasurer; review and enhance internal controls as needed for segregation of duties; assist the City Manager and the City Treasurer in the preparation of monthly and annual financial reports for the Council; and perform special projects as assigned by the City Manager or the City Treasurer.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of governmental accounting practices and data processing.
- Knowledge of municipal government.
- Knowledge of general office equipment and computers, including word processing and spreadsheet functions.
- Knowledge of research techniques and critical analysis and the ability to assemble and present complex statistical, financial, or factual information derived from primary and secondary sources.
- Strong analytical and problem-solving skills.
- Strong organizational skills with the ability to manage multiple priorities and projects concurrently.
- Ability to communicate, both orally and in written fashion, with clarity.
- Ability to work under tight deadlines.
- Ability to work independently and under general supervision.
- Ability to establish and maintain effective working relationships with citizens and fellow employees.
- Ability to operate personal computers and to learn new software applications.
- Ability to assist other employees in increasing their knowledge of data processing systems and new software applications.
- Self-motivation, including the ability to identify problems and work toward their solution with minimal supervision.
- Results-oriented; ability to complete projects efficiently and effectively in a timely fashion.
- Ability to work a forty-hour week with occasional overtime in the evening and on weekends.

MINIMUM QUALIFICATIONS REQUIRED

- **Education:** Bachelor's degree in accounting, finance, business, or public administration required; CPA highly preferred.
- **Experience:** Two years of government experience preferred.

PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer. Sight is required for reading printed materials and a computer screen. Hearing is required for taking instructions or information from others either in person or by telephone. Speech is required for communicating with others. This is primarily a sedentary position, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Occasional bending, stooping, kneeling, reaching, pushing and pulling drawers open and closed may be necessary to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.