



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Junior Accountant	Position Control No: XX-XX-XX-XX
Classification-Series: Accountant 1	FLSA Status: Non-Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Administrative Support Services	Union - Grade: DMEA – 18
Organizational Unit: Finance Department	Primary Job Location: City Hall, 288 Central Avenue

JOB SUMMARY: Performs technical and administrative work involving accounting entries, accounting system updates, reconciling of general ledger accounts and preparation of various accounting reports of the City.

ACCOUNTABILITY: Works under the general supervision of the Senior Accountant.

SUPERVISION EXERCISED: None.

TYPICAL EQUIPMENT USED: Computer, printer, telephone, calculator, typewriter, copy and facsimile machines.

TYPICAL WORK ENVIRONMENT: Inside: 98% Outside: 2%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Makes accounting journal entries for accrual, allocation or corrective reasons.
2. Reconciles general ledger and subsidiary receivable and liability accounts. Pre-audits and posts accounts receivable transactions to general ledger.
3. Prepares monthly accounts receivable statements for customers.
4. Performs monthly recording to general ledger for bank account fees and interest earnings.
5. Processes trust disbursement requests from departments. Validates disbursements and records manual checks or journal entries as appropriate to the general ledger.
6. Audits accounts payable checks to the invoices each week prior to release.
7. Performs the duties of the accounts payable and payroll in their absence.
8. Performs detail analysis to validate data or for download to external applications.
9. Processes claim to and maintains collection list of accounts with the Collection Bureau.
10. Performs billing for supplemental property taxes, current use penalties, excavation tax, and other miscellaneous Finance department billing. Maintains customer data for miscellaneous billing functions.
11. Assists in the operation and maintenance of the City's financial management computer system.
12. Prepares and/or records monthly revenue and interdepartmental charges for Internal Service Funds. Assists in the preparation of annual and other State and Federal reports.
13. Assists independent auditors with the testing of physical inventory counts and researching supporting documents.

14. Assists in the preparation of the City’s CAFR, CIP document, and Annual Budget book. Assists in preparation of reports as may be assigned.
15. Maintain current knowledge in concepts and techniques of financial management; analyze problems, issues, or information; develop and recommend courses of action to superiors; and implement solutions.
16. Establishes and maintains effective working relationships with other City departments and employees, vendors, and the general public.
17. Serves as member of various employee committees, as needed and/or assigned.
18. Familiar with and executes safe work procedures associated with assigned work.
19. Interprets financial statements, reports and documents. Performs periodic financial studies and analyses.
20. Maintains familiarity with and executes safe work procedures associated with assigned work.
21. Performs detail work involving written and numerical data.
22. Makes arithmetic calculations rapidly and accurately.
23. Performs other related duties as assigned.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Regularly required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Rarely required. KNEELING: Occasionally required. CROUCHING: Rarely required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Occasionally required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 3 hours Stand: 1 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 5 hours Stand: 1 hour Walk: 1 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.</p>
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TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer work stations; carpet, tile, concrete and wood floors.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad; computer mouse; telephone.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Working knowledge of accounting principles and the application to varied accounting transactions; experience in reconciliation of bank statements; considerable knowledge of internal control procedures and financial management software systems; working knowledge of office automation and computerized financial applications; knowledge of investment accounting; some knowledge of public finance and fiscal planning; working knowledge of payroll and accounts payable functions; considerable knowledge of budgetary accounting and reporting systems. Demonstrated ability to prepare and analyze complex financial reports; ability to maintain effective financial systems and procedures; ability to accurately account for city funds. Demonstrated ability to communicate effectively, orally and in writing.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Associates Degree in accounting or a closely related field, two (2) to four (4) years of responsible accounting or finance work, and one (1) year of progressively responsible governmental accounting or finance work preferred, OR any equivalent combination of education and experience. Valid driver's license.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input checked="" type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: Duties and responsibilities of the positions are also governed by department policies and procedures.

Classification Established: 07/01/96
Job Description Developed: 07/01/96
Revised: 06/23/04 and 04/02/14