

## CITY OF BARTLESVILLE

### ACCOUNTANT – ACCOUNTING & FINANCE

#### JOB SUMMARY

Under general supervision, maintains accounting records, monitors budgets, revenues, and expenses; provides accounting and budgeting information. Develops, implements, and manages accounting procedures, practices and controls for general ledger, purchasing, revenue collection, accounts payable, accounts receivable, budget entry and adjustments, utility billing, municipal court, payroll, fixed assets, inventory and internal service charges. Manages computer accounting operations, and controls for general ledger, purchasing, revenue collection, accounts payable, accounts receivable, budget entry and adjustments, and fixed assets; manages computer accounting controls for utility billing, municipal court and payroll. Analyzes, prepares and adjusts journal entries to the general ledger to ensure accurate records and accounts balances. Generates and reviews trial balance, balance sheets, revenue expense, budget and encumbrance reports during and at closing of month and year end. Collects and reviews information for and prepares closing journal entries at end of year. Enters and balances budget adjustments; informs staff of overdrawn budgeted accounts and provides information for expenditures charged to those accounts; enters and balances budget adjustments. Provides records and information to, and works with, independent auditors to ensure complete and accurate financial statements; reviews and categorizes audit adjustments, generates and posts journal entries for audit adjustments. Reviews and approves bid and contract purchases. Provides accounting records and information to City officials, Resource Managers, citizens and other staff. Records and tracks all fixed assets; generates reports. Develops forms for recording, tracking, data entry, and reporting. Performs other related duties as assigned.

#### DESIRABLE QUALIFICATIONS

**Education and Experience:** Bachelor's degree from an accredited four-year college or university in Accounting or a related field, Municipal Fund accounting experience preferred; and, Three to four years of progressively responsible related experience; or, Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** Certified Public Accountant desirable. **Knowledge of:** Accepted principals and practices of public sector finance, budgeting, and accounting. Methods of security in handling cash. Recordkeeping, report preparation, filing methods and records management techniques. Administrative principles and practices, including goal setting and implementation. Methods and techniques of research, statistical analysis and report presentation. All computer applications and hardware related to performance of the essential functions of the job. **Skill in:** Using tact, discretion, initiative and independent judgment within established guidelines. Researching, compiling, and summarizing a variety of informational and statistical data and materials. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols. Using mathematics. Communicating clearly and effectively, both verbally and in writing. Preparing clear and concise reports, correspondence and other written materials. **Mental and Physical Abilities:** Ability to analyze problems and develop effective solutions. Ability to estimate revenues and project expenditures. Ability to prepare and issue financial reports. Ability to establish and maintain effective working relationships with a variety of individuals. Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations. Ability to write reports, correspondence, procedure manuals. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, and speak and hear. While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds. **Working Conditions:** Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

#### HOW TO APPLY

Submit Application to Human Resources, 2<sup>nd</sup> floor City Hall. Accepting applications from June 17<sup>th</sup> until job is filled.

Salary varies depending upon qualifications; salary range \$19.33-\$29.00 per hour.

#### AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville 401 S. Johnstone / Bartlesville, OK 74003  
 (918) 338-4221