



## CITY OF BARTLESVILLE ACCOUNTANT - GRANTS ACCOUNTING & FINANCE DEPT

### JOB SUMMARY

Under general supervision, maintains accounting records, monitors budgets, revenues, and expenses; provides accounting and budgeting information. This position also plans, organizes and manages the grant administration program for the City. Develops, implements, and manages accounting procedures, practices and controls for general ledger; Manages accounting operations, controls and training for general ledger, purchasing, revenue collection, accounts payable, accounts receivable, budget entry and adjustments, and fixed assets; 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. Provides accounting records and information to City officials, Department Directors, citizens and other staff. Records and tracks fixed assets; generates reports. Develops forms for recording, tracking, data entry, and reporting. Recommends grants to pursue to management. Manages grant administration matching fund budgets. Provides technical assistance and guidance to all departments in grant preparation. Research and develop grant-funding sources such as federal, state and private agencies. Consults with City management to develop and update the City's strategy to promote the grant-funding concept. Assists departments in determining eligibility for grant funding, and in preparing grant proposals. Establishes administrative procedures and controls for acquiring and implementing grant funding; tracks spending to ensure contracts compliance and departmental accountability. Makes presentations to City management and City Council on grant issues. Writes and edits grant applications. Ensures that grantee departments meet all federal, state and local grant requirements. Develops and maintains a network of local and national organizations to support grant applications. 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.

### HOW TO APPLY

Submit application to City of Bartlesville website.

Accepting applications November 6, 2023 through January 1, 2024 or until job is filled.

Salary varies depending upon qualifications; salary range \$29.20 - \$43.80 per hour.

### **AN EQUAL OPPORTUNITY EMPLOYER**

City of Bartlesville 401 S. Johnstone, Bartlesville, OK 74003

[www.cityofbartlesville.org](http://www.cityofbartlesville.org) / (918) 338-4221