



CITY OF MCALESTER
NOTICE OF JOB POSTING

JOB TITLE: ACCOUNTANT

TO: ALL APPLICANTS
FROM: SHEILA MALDONADO, HR/BENEFITS ADMINISTRATOR
RE: JOB OPENING

There is a **full-time** position open in the FINANCE DEPARTMENT for an ACCOUNTANT.

CLASSIFICATION: 125-1 TO 125-20

PAY RANGE: \$43,862.66 TO \$52,990.88 (based on experience)

FLSA: Exempt

DUTIES: See Attached Job Description

APPLICATION PROCEDURE: Applications may be picked up from Human Resources located on the first floor.

OPENING DATE: Tuesday, January 02, 2018

CLOSING DATE: OPEN UNTIL FILLED

The City of McAlester is an EQUAL OPPORTUNITY EMPLOYER.

**CITY OF MCALESTER
POSITION DESCRIPTION**

TITLE: ACCOUNTANT

DUTIES

GENERAL DESCRIPTION

Including but not limited to the function of maintaining, organizing, compiling, and reporting accurate financial data as needed to the management and users of such financial information for use in analysis for decision making and using historical data for monitoring and forecasting purposes. Respect privileged information as well as protect against misstatements in financials, applying applicable laws and generally accepted accounting practices and guidelines. Act with integrity, loyalty and respect with regards to the affairs of the City of McAlester.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Assist City CFO with budget matters, such as preparation, monitoring, amendments, transfers and reporting.

Compile, analyze and prepare monthly general ledger entries, which apply to and after performing monthly reconciliations, operating transfers, adjustments, reclassifications, and interest allocations.

Compile, analyze and prepare yearly general ledger entries, which apply to and after performing specific yearly reconciliations, shared cost and indirect cost allocations and accruals for conversion to GAAP basis of accounting.

Maintain regular monitoring of accounting of day to day operations.

Assist CFO with reports as needed by the City Manager, City Council and other boards and authorities as requested.

Assist CFO with monitoring, analyzing and applying modern office practices and principles to achieve maximum efficiency and productivity. Help to establish, modify, document, and coordinate implementation of accounting and accounting control procedures. Aid in the supervision and coordination of activities of finance department staff that work under the supervision of the CFO.

Maintain regular monitoring of status of pooled cash balancing as well as additional accounting modules, which interface with general ledger.

Assist with monitoring cash flow requirements and investments for the City of McAlester.

Assist Systems Administrator with system operations training and security as well as implementation of computer-based policies and procedures with regards to accounting processing and related activity.

Assist CFO and City Auditors and Consultants with preparation and verification of Comprehensive Annual Financial Report.

Additional special projects as needs require.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a bachelor’s degree in accounting or finance, with experience in governmental or “fund” accounting preferred.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires related experience in accounting and finance. Requires knowledge of record keeping and budget procedures.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating machines, tools, or office equipment.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards. May be exposed to bright/dim lights and dust or pollen.

SENSORY (ADA) REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position may require normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, or texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

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