

CITY OF VALLEY CITY, NORTH DAKOTA
ACCOUNTANT
JOB DESCRIPTION

Title: Accountant
Department: Public Works
Reports To: Finance Director
Supervisory Position: Yes

Date: 04/21/2025
Status: Exempt
Class Grade: C-41

POSITION OBJECTIVE and PURPOSE:

The Public Works Accountant is responsible for providing professional level accounting activities. Duties include: reviewing general ledger codes and projects for accounts payable invoices; review coding for payroll time entry; preparing monthly financial statements; maintaining general and subsidiary ledgers; maintaining the property accounting system; assisting with audits; and, preparing the budget for the Public Works Department.

ESSENTIAL DUTIES:

1. Oversees the work of the Lead Accounting Clerk.
2. Reviews coding of accounts payable invoices for payment which includes: matching purchase orders with receiving documents and invoices; determining what department bills and invoices should be charged to; and, reviewing for errors after input into the computer.
3. Reviews and oversees time entry for employees to include: coding time to projects; comparing work described with expense account coded; reviewing equipment used; and, reviewing codes at the end of the month for time entry.
4. Prepares monthly financial statements and maintains general and subsidiary ledgers by reviewing sources of data. Calculating and making journal entries for non-computerized activities such as transferring amounts for PW interdepartmental labor, and for interest and debt payables.
5. Serves as the City's Applicant Representative for the ND Department of Emergency Services (DES) and for FEMA.
6. Performs other professional level accounting activities to include: setting depreciation and amortization amounts; reviewing and monitoring accounting ledgers; and, assisting with audits/ auditors.
7. Maintains property accounting system which includes: setting up construction projects to collect costs of labor, equipment, and materials; determining units of property and allocating costs to units; and, recording additions and deletions to plant in-service records.
8. Prepares the budget for the Public Works Department which includes: reviewing past expenses with the City Administrator and department heads; developing costs for future activities, sales estimates, depreciation and interest expenses; preparing supporting documentation; preparing printout of budget; and, preparing and presenting to Commission.

9. Maintains inventory system which includes: Reviewing purchases for inclusion into inventory; Recording inventory receipts, disbursements and adjustments; preparing monthly reports for department heads; overseeing year-end inventory counts.
10. Attends and prepares reports for Finance and Commission Meetings.
11. Oversees accounts receivable and aging reports.
12. Performs other duties of a similar nature or level.

EDUCATION and EXPERIENCE:

Bachelor's Degree in Accounting and two years of accounting experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of:

- Governmental, cost, and fund accounting principles, practices, and methods;
- Auditing theories and principles;
- Payroll procedures and reports;
- Modern office practices;
- Generally Accepted Accounting Procedures (GAAP);
- Financial reports and statements.

MINIMUM QUALIFICATIONS:

Skill in:

- Using computers and related software applications;
- Using general office equipment;
- Inputting data to general and subsidiary ledgers;
- Preparing journal entries;
- Reviewing payroll reports;
- Writing and preparing reports;
- Preparing and reconciling financial statements;
- Preparing budgets;
- Reviewing information and inspecting for accuracy;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, hand dexterity, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

LICENSING REQUIREMENTS: (position requirements at entry): None required.