

ACCOUNTANT

DEADLINE: Until Filled

Description:

Performs intermediate technical work developing and maintaining reports utilizing the City's financial system; Performing audits of internal controls; Maintaining database software for multiple departments; Handling administrative details and sensitive information for Director including creating and reviewing reports and presentations; Creating and assembling monthly consolidated financial statement reports; Observing, checking, counting and preparing deposits of monies for all cashiers; Maintains the Virtual Reporting Interface (VRI) system in the City's financial system; Preparing and mailing various invoices; Recording various payments; Creating receipts; Tracking revenues received from the State of Ohio and Miami County; Performing other related duties as required.

Qualifications:

Bachelor's degree in Accounting or related field and three (3) years of experience in governmental accounting or auditing, or equivalent combination of education, training, and experience.

Examples of Work Performed:

- Assists Finance Manager with financial analysis and external/internal project reporting.
- Prepares workpapers and schedule for the Annual Comprehensive Financial Report.
- Prepares financial statements in accordance with GAAP, including balance sheets, income statements, and cash flow statements.
- Conducts internal audits of controls in various departments of the City and prepares reports of results.
- Assists in collecting information for the annual external audit.
- Prepares bank reconciliations.
- Enters data in the general ledger, ensuring accuracy and completeness of financial transactions, including journal entries and reconciliations.
- Assists in the preparation and monitoring of the city's budget, providing analysis and support to ensure fiscal responsibility.
- Maintains records of capital assets in compliance with GAAP.
- Stays up to date with changes in accounting standards and regulations.
- Creates journal entries.
- Assists in accounts receivable and grant management activities.
- Generates and builds financial reports.
- *Participates in month-end and year-end financial closing activities and annual financial audit.
- *Prepares schedules and exhibits for budgetary purposes; Prepares periodic cash receipt reports; Prepares statistical data as required, for internal and external use.
- *Prepares invoices for leases with City; Tracks payments; Sets up receivables.

**Separation of fiduciary responsibility for these duties*

Position Type / Hours: Full Time

Wage Rate: \$ 65,855 – 89,092

How to Apply:

Internal Candidate - Submit resume and cover letter to Human Resources by 4pm August 5th.

External Candidate – Apply at [City of Piqua Employment Application](#)