

**CITY OF SHAKER HEIGHTS  
POSITION VACANCY ANNOUNCEMENT  
FOR IMMEDIATE POSTING  
December 21, 2020**

**Job Title:** Accountant  
**Department:** Finance  
**Starting Salary:** Negotiable to low-60's, DOQ  
**Application Deadline:** Open until position filled

Apply to become the Accountant for the Finance Department within the City of Shaker Heights. This position joins a team of individuals who handle the financial reporting, payroll, accounts receivable and payable functions for the City of Shaker Heights. The Accountant position reports directly to the Assistant Director of Finance.

**GENERAL DEFINITION OF WORK:**

Performs intermediate skilled technical work preparing and maintaining accounting records and financial reports, processing and reconciling cash and payroll activity for City departments, preparing bank deposits, scheduling, preparing, and assisting audits, assisting with the preparation of budgets, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Director of Finance.

**ESSENTIAL FUNCTIONS AND PRIMARY DUTIES:**

*(These functions and duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Reconciles all cash and payroll account activity and balances with bank statements monthly; investigates or verifies transactions; reviews for outstanding checks; processes and reissues voided checks; prepares, submits, approves, and records wires; maintains unclaimed funds subsidiary ledger.
- Processes daily cash receipts for City departments and prepares bank deposit; reviews associated reports and posts receipts to financial system software. Issuance, collection and related functions pertaining to all invoices issued by the Finance Department.
- Prepares schedules for auditors; assists auditors by preparing reports for Generally Accepted Accounting Principles (GAAP) conversion and fulfills documentation requests for financial audit; prepares budgets to actual financial statements; compiles data for Comprehensive Annual Financial Report (CAFR); prepares other worksheets or schedules as requested by auditor.
- Reviews preliminary departmental budget submissions and compiles individual departmental budgets into general operating budget; enters the final expenditure and revenue budgets into financial system software; assists with the preparation of operating and capital budget books.
- Maintains records of City owned fixed assets; develops depreciation schedules; prepares reports and schedules for auditors using Crystal Reports.
- Collects and prepares various documents necessary to file with the County (Special Assessments, Annual Tax Budget, and Certificate of Estimated Resources); responds to title inquiries regarding properties from lawyers and title companies. Establishes and maintains on-line auction with GovDeals.com.
- Records all investment activity into financial software; maintains investment schedule; prepares income schedules related to investments; prepares monthly analysis of investment and interest income; records all investment and interest income into financial software.
- Creates and maintains general journal accounts; prepares and posts journal entries as needed, including month end journal entries; conducts balance checks between subsidiary and general ledger accounts.
- Assists residents and employees with questions and inquiries and investigates issues; performs backup duties to

various Finance department personnel.

- Monitors various fund accounts and prepares required financial reports for grants; provides grant information to other City departments.
- Monitors credit card receipts; performs administrative duties for credit card website including setting up new users and assisting with inquiries and issues.
- Reviews all W-9 vendor forms entered into financial software.
- Ensures compliance with governmental accounting regulations and procedures.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the theory, principles, methods and practices of accounting; thorough knowledge of the laws, ordinances and regulations governing City financial matters, federal grants and loan programs; thorough knowledge of GAAP; thorough knowledge of internal audit systems and procedures; thorough knowledge of the principles, procedures, and practices of electronic data processing accounting applications; thorough knowledge of modern office methods, practices and equipment; ability to use independent judgment and discretion in performing departmental activities; ability to prepare, analyze and evaluate complex financial systems in particular knowledge of the MUNIS financial system; ability to express technical ideas effectively orally and in writing; ability to make accurate arithmetic calculations; ability to prepare clear, concise and complete financial documents, statements, and reports; ability to use excellent communication and organizational skills; ability to establish and maintain effective working relationships with associates, auditors, City management, vendors, the general public, and others encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in accounting, finance, or related field.
- Considerable experience in governmental accounting or finance, budgeting, or equivalent combination of education and experience.
- Demonstrated ability to communicate verbally and in writing
- Exceptional attention to detail and proven intermediate skills in Microsoft Word and Excel. (test may be required)
- Certified Public Accountant (CPA) Certification preferred or CPA Exam Candidate.
- Must meet and maintain all training and education requirements for position.

**PHYSICAL REQUIREMENTS:**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and operating motor vehicles or equipment; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**The City of Shaker Heights will no longer hire external candidates who use any form  
of tobacco or nicotine products.**

*The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.*

Please send city application and/or resume to the City of Shaker Heights, Human Resources Department, 3400 Lee Road, Shaker Heights, OH 44120. E-mail: [human.resources@shakeronline.com](mailto:human.resources@shakeronline.com) Application available online at shakeronline.com **EOE**