



## JOB DESCRIPTION

**Job Title:** Senior Accountant      **Reports to:** Town Manager or his/her designee

**Prepared by:** Kristy Rogers, Town Clerk      **Approved by:** Council

**Date Approved:** August 3, 2015      **Last Revision Date:** July 14, 2015

### SUMMARY:

The Senior Accountant is responsible for accounting and routine administrative functions. The position requires the ability to communicate town policies to businesses, citizens, and employees, and ensure that municipal services are provided in an effective and efficient manner. Takes direction primarily from and reports initially to the Town Manager or his/her designee. Processing and maintaining vital records through the use of technology is an essential function of the Senior Accountant position. It requires remaining in a stationary position 50% or more of the time, occasionally move about inside the office to access file cabinets, office machinery, etc., occasionally ascend/descend stairs to access Town records and supplies.

### PRIMARY RESPONSIBILITIES:

1. Reconciles general ledger accounts
2. Reviews details, then prepares monthly financial reports
3. Records and processes purchase orders
4. Obtains approvals and records accounts payable; prepares checks for signature
5. Assists in the preparation of the annual budget
6. Assists in the annual financial audit
7. Processes bi-weekly payroll, when assigned
8. Completes quarterly payroll reports and monthly pension reports, when assigned
9. Prepares fund transfer documentation for approval
10. Prepares and posts journal entries
11. Prepares project invoicing
12. Maintains and reconciles project escrow balances
13. Creates business license templates and mail merge for annual renewal
14. Provides information in person, by telephone or email, to answer routine inquiries and general information, refers callers to appropriate department or agency, and takes messages when necessary.
15. Responds to all inquiries in a courteous manner, provides information within the scope of knowledge and authority, and referring to higher classification employee, as applicable.
16. Oversees the preparation and mailing of the quarterly Utility and Tax billing
17. Assists in voter registration and maintains/updates voter registration spreadsheet

18. Files and maintains records.
19. Adheres to all town policies, procedures, ordinances and Town Charter.
20. Keeps work and surrounding areas clean and organized
21. Provides assistance to department supervisors, as needed, and works closely with other staff to ensure adequate administrative coverage is maintained at all times.

**ADDITIONAL RESPONSIBILITIES/REQUIREMENTS:**

1. Meet all requirements and obtain State of Delaware Notary Public Commission
2. Knowledge of Microsoft Word and Excel
3. Obtain knowledge of the town's functions, procedures, and Charter and Code
4. Duties of Accounting Clerk I, as assigned
5. May perform work of higher classified positions, as assigned.
6. May perform duties of similar complexity in any town department as required or assigned.
7. Other related duties as assigned by Town Manager or his/her designee.

**EDUCATION/QUALIFICATIONS:**

A Bachelor's Degree (BA/BS) in accounting, finance, or business, from an accredited college or university with one year of relevant experience; or an Associates Degree or certificate in accounting, finance, or business, with two years or more of relevant experience; or a high school diploma or graduate equivalency diploma (GED) with additional credentials specific to accounting or municipal professional standards and five or more years of relevant experience. Position also requires demonstrable knowledge of accounting principles.

Position requires knowledge of using office equipment; strong verbal and written communication skills and be detail-oriented and accurate is necessary; experience with word processing and spreadsheets; experience in dealing with the public; ability to use good judgment in the completion of a variety of work situations; ability to organize, multi-task, and plan work to meet deadlines. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

**AMERICAN WITH DISABILITES ACT REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

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Employee Signature

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Date

**Job Description**  
**Senior Accountant**  
**Page 3 of 3**

***NOTE:** By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*

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Supervisor Signature

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Date