

Town of Milton

115 Federal Street
Milton, DE 19968



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Job Title:	Senior Accountant	Reports to:	Town Clerk
Classification:	Non- Exempt	Hours:	40 hrs/week; including some
Pay Grade:	6		Saturdays
Prepared by:	Kristy Rogers	Approved by:	Town Council
Date Approved:	October 7, 2019	Last Revision Date:	August 3, 2015

SUMMARY:

The Senior Accountant is responsible for accounting and routine administrative functions. The position requires the ability to communicate information regarding the Town Charter, Codes, and policies to businesses, citizens, and employees, and ensure that municipal services are provided in an effective and efficient manner. This position takes direction primarily from and reports initially to the Town Clerk or, in the Town Clerk's absence, the Town Manager. Processing and maintaining vital records through the use of technology is an essential function of the Senior Accountant position. This position requires the ability to sit at a workstation for extended periods, to assist the public at the front desk, and to ascend and descend stairs to access Town records, stock supplies, and file records.

PRIMARY RESPONSIBILITIES:

1. Reconciles all bank accounts and general ledger accounts.
2. Reviews Trial Balance Account details and prepares monthly financial reports.
3. Records and processes Purchase Orders.
4. Obtains approvals and records accounts payable.
5. Prepares checks for signatures by two members of Council.
6. Assists in the account analysis, research, and preparation of the annual budget.
7. Assists in the annual financial audit, as directed by the Town Clerk.
8. Processes bi-weekly payroll.
9. Completes quarterly payroll reports and year-end payroll reports.
10. Prepares fund transfer documentation for approval by the Treasurer.
11. Prepares and posts journal entries, to be reviewed by the Town Clerk.
12. Maintains and reconciles project escrow balances and prepares project invoicing, as needed.
13. Provides information in person, by telephone or email, to answer routine inquiries and provide general information, refers callers to appropriate department or agency, and takes messages when necessary.

14. Responds to all inquiries in a courteous manner, provides information within the scope of knowledge and authority, referring to a higher classification employee, as applicable.
15. Oversees quarterly utility and tax billings to assure reconciliation with the general ledger.
16. Assists in voter registration and maintains/updates the voter registration spreadsheet, when necessary.
17. Adheres to all Town policies, procedures, ordinances and the Town Charter and Code.
18. 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:

1. Within the 180-day probationary period, must acquire considerable knowledge of the Town's functions, policies/procedures, and applicable ordinances and Charter provisions.
2. Performs duties of similar complexity in any Town department as required or assigned.
3. Must maintain files in an organized manner.
4. Must keep work area in a clean and organized manner.
5. May assume the responsibilities of the Office Assistant/Receptionist or Accounting Clerk I, in his or her absence.
6. May be called to perform work of higher classified positions, as assigned.
7. May be called to perform other related duties as assigned by Town Manager or his/her designee.

AMERICAN WITH DISABILITIES ACT REQUIREMENTS:

This is light work requiring the exertion of up to fifteen (15) pounds of force occasionally, up to ten (10) pounds of force frequently and a negligible amount of force constantly to move objects. The work requires: the constant ascend and descend of self within buildings; positioning self to move about work space and places of inspection, handling of job responsibilities; 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; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Knowledge of and ability to use office equipment (including but not limited to: computer, facsimile machine, scanner, telephone, and copier) as necessary for the processing of permits and licenses, for business correspondence and for internal and external reporting needs.
2. Strong verbal and written communication skills.
3. Skills of personal computer use, including Microsoft Office and Excel for word processing and spreadsheets, is required.
4. The ability to examine invoices, bills, payments and deposits in order to assure the accuracy of Town of Milton accounting data is necessary. The ability to learn functions of the accounting systems used by the Town of Milton and to use such functions for the purpose of

creating reports and analyzing the same for accuracy, problem-solving and trends is a requirement.

5. The ability to complete priority tasks, while working in a multi-tasking environment, is required. The incumbent must be responsive to supervisory direction, but also be highly self-directed to accomplish priority tasks within acceptable timelines. Assigned duties may vary. Specific examples of time-sensitive priority tasks include:
 - a. Reconciliation and preparation of monthly financial statements.
 - b. Postings payments of accounts payable.
 - c. Monthly reconciliation of escrow balances and billings.
 - d. Bi-weekly payroll processing.
6. The ability to meet expectations of compliance with established Personnel Policies and Procedures, to demonstrate consistent, timely attendance and to follow safe work practices is required, as well.
7. The ability to be detail-oriented and accurate is necessary.
8. The ability to use good judgment in the completion of a variety of work situations is necessary.
9. The ability to organize, multi-task, and plan work to meet deadlines is necessary.

EDUCATION/QUALIFICATIONS:

A Bachelor's Degree (BA/BS) in accounting, finance, or business, from an accredited college or university with at least one year of relevant experience; or an Associate's Degree or certificate in accounting, finance, or business, with at least three years of relevant experience; or a high school diploma or graduate equivalency diploma (GED) with additional credentials specific to accounting or municipal professional standards and at least five years of relevant experience.

ADDITIONAL REQUIREMENTS:

1. Demonstrable knowledge of accounting principles.
2. Employee must be a United States citizen or otherwise eligible to be employed under the Immigration Reform and Control Act and provide documents required for the completion of an I-9 form on the first day of employment.
3. Employee must be licensed to operate a motor vehicle in the State of Delaware at all times during the term of employment.
4. Must be able to meet eligibility for bonding, in accordance with the Town Charter.
5. Employee must be able to communicate effectively through the reading, writing and speaking of the English language.
6. Knowledge of and experience with the Edmunds Municipal Government program is preferred, but not required.
7. Pre-employment drug testing is required. Employees are subject to post-incident drug and alcohol testing, as well as random drug and alcohol testing as required for risk management.
8. Employee may be required to obtain professional certifications, to update training, to participate in professional associations if management deems that it is necessary, and to continue to fulfill the obligations of this position.
9. Direct deposit of employee pay is required.
10. Experience in public service is preferred, but not required.

11. Must maintain a professional appearance and provide a positive company image to the public.

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.

Employee Signature

Date