



Accountant Job Description

Job Classification: Non-Exempt, Full-Time

Work Schedule: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Reporting Relationship: Finance Director

Department: Administration

Positions Supervised: None

Primary Accountabilities:

The Accountant performs professional accounting, finance, and/or audit-related work. The scope of such work includes the analysis, preparation and maintenance of financial records and reports, treasury and financial activities, and internal audit reviews for the City of West Memphis.

Essential Functions:

- Works with ongoing utility billing procedures, including preparing and reviewing reports and processing bills to be distributed.
- Processes monthly finance charges on delinquent accounts and distributes late notices.
- Prepares utility reports and journal entries.
- Enters utility rates and reviews for accuracy.
- Enters payments, including monthly automatic and online payments.
- Provides customer service by telephone or in person for utilities, to maintain and set up utility accounts and meter-read requests.
- Completes special assessments process for unpaid utility bills.
- Processes meter readings, corrections, adjustments and the swapping-out of water meters.
- Prepares and sends meter information transfers for hand-held devices.
- Performs assessment and delinquent utility searches per request.
- Provides backup for preparing the City of West Memphis payroll, accounts payable, accounts receivable, and fixed assets.
- Performs other duties, as assigned.

Required Qualifications:

- Bachelor's degree (BA) in accounting or related field from an accredited four-year (4) college or university required.
- Three (3) years of experience and/or training.
- Proficiency in Windows-based programs and software.
- Ability to read, write, and comprehend simple instructions, short correspondence and memos.
- Effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardization situations.
- Ability to communicate, either written or verbally.
- Ability to organize, multi-task, plan and set priorities with minimal supervision.



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- Demonstrate poise, tact, and diplomacy with the ability to handle sensitive and confidential information and situations.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to read computer screens and email, mail and talk on the phone.
- Ability to frequently reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception and ability to adjust focus.
- Ability to lift or move up to twenty-five (25) pounds.

Work Environment:

- Professional and deadline-oriented environment in an office setting.
- Interaction with staff and customers.
- Although most work is performed within scheduled hours, some irregular hours on evenings, weekends, and holidays may be necessary.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date