

# ***CITY OF MILFORD***

Applications are now being accepted for the position of **CITY ACCOUNTANT** in the Accounting Office of the Finance Department.

Requires: graduation from college with a B.S. degree in accounting or a graduate degree in accounting. Must be a CPA or CPFO at time of appointment with three years of accounting experience including one year in the field of governmental or institutional accounting, or knowledge of municipal accounting, or have five years experience in the preparation of municipal financial statements. Test will be given.

This position is in Grade 53 with weekly salary limits as follows:

Minimum .....	\$1,383.89
Step 1.....	1,452.08
Step 2 .....	1,520.46
Step 3 .....	1,588.77
Step 4.....	1,657.06
Maximum .....	1,760.13

Application must be made at the Personnel Department, Parsons Office Complex, on or before September 2, 2011.

**See full job description below.**

## CITY ACCOUNTANT

### DEFINITION

This is a technical accounting position requiring a thorough, detailed knowledge of accounting theories including GASB statements and practices. Employee in this class, under the general supervision of the Director of Finance, is responsible for the operations and supervision of the Accounting Division of the Finance Department. This includes maintenance of all accounting records as well as the preparation of financial statements and reports.

### ILLUSTRATIVE DUTIES

Maintains general journal and general ledger for all funds. Prepares monthly trial balances for these funds.

Maintains the financial software system with the MIS Coordinator and the software provider. Makes year-end adjusting entries to close the General Fund and other fund books for the fiscal year.

Drafts fund financial statements, CAFR Statistical Tables, and notes.

Records independent auditors' adjusting and closing entries for all funds.

Works in conjunction with the Tax Collector and MIS divisions to reconcile the outstanding balances of taxes and assessments.

Plans, supervises, adjusts and reviews work of two staff members who process accounts payable, maintain health insurance records, etc.

Under the direction of the Director of Finance, prepares work in conjunction with the budget involving analysis of accounts and some budgets.

Prepares financial data for various agencies.

Attends boards and committee meetings as required.

Acts as Director of Finance in all matters requiring the signature and decision of the Director during times of unavailability or during official absences.

Performs related work.

### KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of accounting with some knowledge of government accounting desirable.

Skill in use of Excel including complex/compound spreadsheets.

Ability to prepare complex financial reports; ability to operate automated accounting system.

Ability to plan, organize and direct work of subordinates.

Ability to express oneself in writing and orally.

Advanced problem solving skills.

### QUALIFICATIONS

Graduation from college with a B.S. degree in accounting or a graduate degree in accounting. Must be a CPA or CPFO at time of appointment with three years of accounting experience including one year in the field of governmental or institutional accounting, or knowledge of municipal accounting, or have five years experience in the preparation of municipal financial statements.