



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Part-time Accountant (I, II, or Sr.)	BAND/LEVEL:	Non-Exempt / 00
DEPARTMENT:	Finance	JOB NO:	9465
DIVISION:	Finance & Accounting	DATE:	10/01/2020
REPORTS TO:	Assistant Chief Financial Officer	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Part-time	COST CENTER:	152
REPLACES:	New Job	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT:

Working remotely performs accounting functions of variable complexity such as: performs complex financial analysis and forecasting; prepares various financial reports including the comprehensive annual financial report. Directs, coordinates or performs the accumulation, analysis and distribution of accounting information. Forecasts City revenues and expenditures. Reviews new accounting pronouncements and determines impact on the City.

DUTIES AND RESPONSIBILITIES:

General Ledger

1. Coordinates or performs the accumulation, analysis and distribution of accounting information.
2. Prepares Ad Hoc analyses as needed.
3. Coordinates, directs and performs preparation of financial data for month-end close.

Forecasting

1. Prepares monthly financial statements, reports and records by collecting, analyzing and summarizing account information.
2. Directs, coordinates or prepares interim management reports and accompanying schedules, worksheets and narratives, including "Budget vs. Actual" variance reports. Assists in providing follow-up and documentation of significant variances.
3. Prepares ad hoc reports for other areas of the City and management of Finance.
4. Coordinates or participates in the preparation of the comprehensive annual financial report and assigned schedules.
5. Prepares financial and economic trend reports, cost recovery studies and other financial reports from gathering and analyzing various financial data.

Revenues

1. Forecasts of city revenues and expenditures based on past, present and expected operations. Determines appropriate models to develop forecasts by evaluating current receipts received and expenditures by examining prevailing financial conditions and measuring past performance. Researches and continually monitors issues that may influence City's revenue and expenditure projections. Informs management of significant changes in forecasts and potential impacts. Assimilates current forecasted revenues into the five-year revenue forecast.

Administrative

1. Reviews new accounting pronouncements or issues that relate to government and determines impact on the City. Communicates new accounting pronouncements or issues to Finance & City Manager personnel.
2. Cross trains staff members in job duties and provides backup as required. Keeps backup personnel informed of changes in duties and procedures.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in accounting, business administration or a related field; or an equivalent combination of formal.
- Education and experience with an emphasis in accounting or related fields. CPA designation or Master's degree preferred.

EXPERIENCE:

- Years of increasingly responsible accounting experience including general accounting, government and fund accounting, cash management and budget preparation, or an equivalent level of experience.

SKILLS:

- Effective oral and written communication skills.
- Good listening skills.
- Ability to perform basic math and accounting skills.
- Ability to operate calculators, adding machine, typewriter and personal computer.
- Ability to apply accounting and bookkeeping procedures.
- Organizational skills.
- Analytical skills.
- PC computer skills. (Windows-based word processing and spreadsheet software skills).
- Manual dexterity.
- Data entry.

MENTAL REQUIREMENTS:

- Ability to understand mathematical concepts to include complex arithmetic and accounting math.
- Ability to comprehend computer software principles.
- Ability to train and guide others.
- Ability to work under pressure and time deadlines.
- Ability to compile accurate information/data within a specified time period.
- Ability to exhibit tact and diplomacy when dealing with the general public.
- Ability to plan and organize.
- Ability to read and understand City, state and federal policies and regulations.
- Ability to analyze situations and apply appropriate accounting theory and practice.
- Aptitude to understand and apply various accounting personal computer software packages.
- Ability to work remotely with minimal interaction with people.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Hand and eye coordination adequate to input computers, operate "mouse" with various software packages, calculators and fax machines.
- Visual stamina and acuity to review numerical data daily and to spend long periods looking at computer screens.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Indirect - Accountants.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.