

**City of Seward, NE**  
**Tuesday, February 9, 2016**  
**Regular Session**

**Item G9**

**CONSIDERATION OF APPROVAL OF REVISED JOB  
DESCRIPTION FOR ACCOUNTING ASSISTANT/BUDGET  
ADMINISTRATOR - Bruce Smith**

**Administrative Report:** The Personnel, Audit and Finance Committee met on January 19, 2016. They recommended approval of the amended job description and recommended advertising for the position.

Following review and discussion, a motion to approve the amended job description would be in order.

**Staff Contact:**

JOB TITLE: ACCOUNTING ASSISTANT/BUDGET ADMINISTRATOR (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the City Treasurer and in compliance with State Statute and City Code.

JOB SUMMARY: Assist the Treasurer and Finance Director in maintaining, preparing and reviewing complex financial records, reports and projects; preparing and presenting annual City budget; allocating, controlling, accounting, and auditing the funds for all City departments, funds, and programs; preparing documents for annual Audit; assisting with special projects and grants; perform all other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in preparing financial statements and month-end cash and investment reports; maintain and reconcile a variety of ledgers and accounts; make journal entries; examine accounting transactions to ensure accuracy; correct financial records as necessary for the City.

Extract, compile, study, analyze and interpret financial data from vouchers, journals and other accounting documents and databases to develop and prepare spreadsheets, reports, statements and other financial documents to assist management in analyzing, financial planning, forecasting, budgeting, and decision making.

Interpret appropriate federal and State laws, rules, regulations, and standards to ensure compliance and efficient operation in accordance with the prescribed accounting principles, theories, and concepts.

Research and interpret State and Federal laws and prepare a variety of State and Federal reports regarding municipal accounting. Provide analysis related to cash flows for various funds. Monitor compliance and accounting for grants.

Maintain and review accounting software and recommend new programs and upgrades. Work with IT consultants, respond and resolve City staff inquiries regarding computer software applications.

Research and understand a variety of financial software databases for extraction of financial data to end users including general public.

Perform and provide analytical analysis of financial results and assist in research and implementation of emerging issues.

As needed, resent financial and budget information at work sessions, public hearings, and council meetings. Monitor department budgetary expenditures and assist departments with budgetary compliance. Prepare State budget documents and fiscal notes for the City and Airport Authority. File the State budget forms.

Assist in the determination of the property tax requirement and levy.

Evaluate, review and assist in the development of accounting policies and procedures; recommends and implements policies and procedures.

Recommend and review processes to improve internal controls.

Maintain and review financial related data on City's website.  
Assist with information for utility rate studies.

Assist City Clerk and City Administrator with various projects. Provide support for Deputy Clerk/Finance Director for all finance functions.

Display proficiency in the use of office and computer equipment, Microsoft Office software and other financial software packages (Excel, V-lookup functions, array formulas, present value formulas and other excel financial formulas), Microsoft Power Point and Outlook.

Assist City Administrator with researching, facilitating, and record keeping for all Special Projects and grants for all departments.

Establish and maintain cooperative working relationships with co-workers, consultants, and the general public.

Regular attendance that is punctual and dependable is required.

TRAINING AND EXPERIENCE: Minimum two year degree in accounting, finance, statistics, or business administration or related field; advanced skill in Microsoft Excel, Power Point, Outlook, and Word or any equivalent combination of experience or training. Prefer experience in municipal government accounting procedures, but not required.

SKILLS/ABILITIES:

Knowledge of: Generally Accepted Accounting Principles (GAAP), principles and practices of municipal budgeting; project management procedures; public relations; research practices and techniques; record keeping methods; federal and State laws and regulations applicable to accounting/finance operations; computerized accounting software; balance sheet, income statement, and cash flow reporting; oral and written communication skills required to effectively communicate on a daily basis with elected and appointed officials; professional conduct and communication with fellow City employees and the public at large.

Skill in: listening to and understanding information received; using mathematical methods or formulas to calculate, compare, analyze and present data; compiling data from multiple sources into a single, comprehensive document or report.

Ability to: apply principles of accounting, statistics and fiscal management; interpret and apply state and federal fiscal policies and procedures; manage funds and provide financial and budget recommendations; organize and present facts and opinions so others will understand; communicate to exchange information and ideas and to promote agency needs, plans, and objectives; analyze and interpret financial data and draw conclusions; evaluate the soundness of financial practices and compliance with state and federal laws and regulations; sit and/or stand for long periods of time; work independently; work more than forty (40) hours per week, as needed; attend meetings and/or conferences in town or out of town.

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