



Accountant

Department:	Administration	FLSA Status:	Exempt
Division:	City/Utility	Job Status:	Non-Bargaining Unit
Reports to:	Finance Manager	Location:	Plymouth Utilities Operations Center
Prepared by:	Finance Manager	Approved by:	Plymouth Common Council
Date:	March 5, 2021	Date:	April 13, 2021

GENERAL DESCRIPTION

This position will perform a variety of duties for the Utility and the City of Plymouth, including processing payroll, daily bank deposits, monthly and annual accounting and financial close processes, preparation for the annual audit, and assisting with regulatory filings. This position will also assist in stream-lining the accounting and business processes across the organization.

JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

Examples of Essential Job Functions

- Payroll: Prepare and process bi-weekly payrolls for the City of Plymouth/Plymouth Utilities; prepare quarterly and year-end reports.
- Process daily bank deposits.
- Support day-to-day accounting functions.
- Month-end and annual close processes
 - Assist with reconciling bank statements
 - Analyze and reconcile general ledger accounts and funds
 - Process journal entries
 - Prepare schedules and assist with filing external regulatory reports, such as Annual PSC and Form C
 - Create actual to budget or year-over-year reporting (Departments and Funds)
 - Prepare schedules and assist with annual audit
- Maintain fixed asset records for the City; track city capital purchases and retirements; calculate and record annual depreciation.
- Partner with assigned department heads; providing timely financial reporting, budget information, and ensuring regulatory compliance.
- Assist with stream-lining accounting and business processes; ensuring transactions are flowing properly from the modules to the General Ledger.
- Assist and support Budget process.
- Assist with process documentation, coordinating efficient and effective work flows and procedures
 - Use technology and tools to increase efficiency across the organization
 - Identify and assist in resolving problems that arise
 - Develop and implement improved internal control and financial reporting procedures as necessary or as requested
- Assist finance team as required.

OTHER DUTIES

- Perform all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Process-oriented with a continuous improvement mind-set
- High level of integrity and work ethic
- Strong attention to detail
- Problem-solving and analytical skills
- Results-oriented and Accountable
- Effective communicator
- High level of initiative
- Team Player
- Be able to read, write and speak English fluently
- Applicants must be authorized to work in the US without requiring sponsorship

EDUCATION AND TRAINING

- Associates or Bachelor's Degree (Bachelors preferred) from a college or university with a degree in Accounting, Finance, Business Administration or related field is preferred.
- Proficiency in Excel and other Microsoft Suite programs.
- Experience in accounting and business system software is desired.
- Valid Wisconsin Driver's License.

WORKING CONDITIONS

- Environment: Work is primarily inside and sedentary in nature.
- Physical: Includes sitting and/or standing for extended period of time, walking, bending, stooping, and lifting up to approximately 30 lbs or less.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.