



City of Wright City

Bookkeeper / Treasurer

Job Description

Status: Full Time

Department: Administration

Reports to: City Clerk / Manager

General Purpose of Position

Assists in the planning, development, and maintenance of City accounting systems, budget processes, and audit procedures.

Duties and Responsibilities

- Manage, develop, forecast, and track the city's financials, including grant revenues, bonds, long-term debt, investments, and capital projects and assets.
- Act as City's Collector of Revenue; facilitate daily collections and billings and prepare and approve general ledger journal entries.
- Oversee financial support services including Accounts Payable, Payroll, and General Accounting.
- Prepares monthly financial reports for the Board of Aldermen.
- Balances, on a monthly basis, the cash accounts with bank statements after the bank statement has been reviewed by the Mayor or City Clerk.
- Prepares the required sixth month financial statement and publishes it in the legal paper no later than the last day of January and July.
- Approve EFT transactions and transfers in on-line banking system.
- Coordinate the preparation of the annual budget. Budget preparation is to start no later than October of each year with final budget ready for passage by December 15.
- Facilitate the budget process by completing accurate calculations of administrative fees allocated to various City funds.
- Coordinate the annual audit by preparing audit schedules and assisting auditors in preparing documentation and reports.
- Review and approve City department purchases and monitor products and services received for compliance to contract.
- Provide backup for all administrative departments.
- Performs other related duties as assigned.
- Required the completion of NIMS/FEMA training IS 100, IS 200, IS 700, IS 800.

Knowledge, Skills and Abilities

May be representative, but not all-inclusive, of those knowledge, skills and abilities commonly associated with this position.

- Proficiency in use of basic business software (Microsoft Work, Excel, Outlook, PowerPoint) and basic office equipment with the ability to learn multiple software packages quickly.
- Ability to communicate effectively both verbally and in writing.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to problem solve.
- Attention to detail and the ability to maintain focused concentration.
- Excellent customer service skills.
- Regular attendance is a necessary and essential job duty.

Education, Certification and Job Qualifications

Education, experience and training that are required or desirable in order to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor's degree in Accounting or a related field desired.
- Minimum of five years related experience required.
- Supervisory experience required.
- CPA and/or MBA desired.

Work Environment

Environmental or atmospheric conditions are commonly associated with the performance of the duties of this job.

- Primarily indoor work environment.
- Exposure to moderate noise levels.

Physical Abilities

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties.

- Must be able to sit for significant periods of time.
- Must be able to speak and hear clearly. Must have clarity and ability of vision and adjust focus.
- Must be able to perform repetitive wrist, hand, and/or finger movement.
- Must have finger dexterity and hand-eye coordination.
- Must be able to live up to 15 pounds.