

POSITION AVAILABLE

CITY OF SPRING HILL, KANSAS FINANCE/ADMINISTRATIVE SERVICES DEPARTMENT ACCOUNTANT

The City of Spring Hill is accepting applications for full-time, exempt Accountant position in the Finance/Administrative Services department under the supervision of the Assistant City Administrator.

Essential duties include:

- Prepares manual and computerized ledger entries, original entries, accrual entries, reconciliations, trial balances, and other fiscal record keeping work
- Completes complex adjusting entries affecting several subsystems of a departmental or City-wide accounting system
- Prepares complex audit work papers for internal and external auditors
- Examines and analyzes fiscal documents to ensure adherence to established internal controls
- Develops trends, forecasts, and projections and makes recommendations on the fiscal operation of a department
- Participates in financial, compliance, and operational audits of City departments, courts, and special districts
- Investigates and resolves internal audit issues
- Examines and analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Prepares a variety of complex accounting, statistical and/or narrative financial statements or reports requiring extensive analysis and interpretation of data
- Develops, modifies, implements, and maintains an automated financial tracking and recordkeeping system to improve efficiency of the accounting unit and to maintain the integrity of the information generated
- Compiles payroll data such as garnishments, vacation time, insurance and 457 deductions
- Polls electronic time clocks (E-time software) and reviews the downloaded information for completeness and accuracy
- Processes bi-weekly transfer of payroll data to Incode and runs internal management reports.
- Collaborates with payroll vendor to solve discrepancies, test upgrades and research data
- Ensures compliance with and stays abreast of state and federal laws.

Requirements include a bachelor's degree in accounting; three years' experience in accounting preferably in the public sector and one year of payroll processing to include working within a payroll application system.

Salary range \$24.78/hour to \$33.45/hour, dependent on qualifications. Application instructions and a full list of duties and requirements are available at www.springhillks.gov