

**City of Clearwater  
Accountant**

The City of Clearwater, Mn is seeking applications for a FT Accountant. This position will perform a variety of accounting functions, including A/P and A/R, payroll, audit preparation, and reconciling accounts. In addition, the position will be responsible for office administrative duties. Please see the city's website for a full job description. Minimum requirements include at least 2 years of prior governmental accounting experience. Prefer candidates with a degree in accounting and experience with Banyon accounting systems. The position is full-time with benefits. Wage range is \$22.63 - \$26.51/hour DOQ. Offers of employment are contingent upon a full background check. Applications can be obtained by visiting [www.clearwatercity.com](http://www.clearwatercity.com) or call (320) 558-2428. Return applications to the City of Clearwater, PO Box 9, Clearwater, MN 55320 or email to [asmythe@clearwatercity.com](mailto:asmythe@clearwatercity.com) **no later than 4:30 p.m. on Monday, July 20, 2020.** City of Clearwater is an EEO/AA employer.

**City of Clearwater  
Job Description**

**Position Title:** Accountant  
**Reports to:** City Administrator  
**FLSA Status:** Non-exempt, overtime eligible

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**Position Objective**

To perform a variety of skilled accounting functions along with some front office administrative duties.

**Essential Duties and Responsibilities**

This list is intended to be illustrative of the typical job duties. Omission of specific duties does not exclude them from the position of similar or related to these duties.

**ACCOUNTING**

- Prepare, maintain, and process accounts receivable; issue invoices for collection of accounts receivable.
- Prepare, code, and verify vendor invoices for payment and presentation to the City Council; issue checks and maintain all accounts payable records.
- Prepare and process city payroll; maintain all payroll records, including 1099 earnings of independent contractors; prepare and file all required federal and state payroll reports.
- Prepares bank deposits and records; reconciles all banking and investment accounts.
- Reconciles all special assessment and tax payments from the counties.
- Maintains the general ledger according to accepted accounting principles; creates and processes journal entries.
- Tracks and maintains fixed asset records including depreciation expense.
- Runs monthly, quarterly, or year-end financial condition reports.
- Manages and maintains city escrows.
- Assists with the annual audit.
- Assists with budget preparation.
- Manages and reconciles grants and donations.

**OFFICE ADMINISTRATION**

- Answers telephone and assists customers at the front service counter.
- Issues over the counter building permits and accepts payments.
- Files quarterly surcharge report for city.
- Issues city licenses.
- Serves as recycling coordinator; files quarterly recycling reports with county.
- Assists Deputy Clerk with utility billing functions.

**OTHER DUTIES**

- Provide assistance with election administration duties.
- Serve as staff liaison to boards or commissions, as assigned.
- Other duties as assigned.

## **POSITION ANALYSIS**

### **Essential Knowledge, Skills and Abilities**

**Technical Knowledge:** Knowledge and experience with the principles, methods, and practices of municipal accounting and budgets; knowledge of government financial operations; knowledge of standard office procedures and practices; working knowledge of computer operations; ability to prepare complex financial reports; strong organizational skills; ability to maintain effective working relationships with others.

**Physical Abilities:** The job is in an indoor office setting. Must have ability to spend several hours per day working at a desk and working with computers.

### **Minimum Requirements:**

Minimum of 2 years governmental accounting experience. Good customer service skills. Experience with general office equipment, such as telephones, copier, fax machine, computers.

### **Desirable Training and Experience:**

2-year or 4-year accounting degree. Significant previous accounting experience, preferably in a government setting. Knowledge of and prior experience using Banyon accounting software. Strong computer skills, including knowledge of Microsoft Excel and Outlook. Prior city work experience is helpful.

### **Responsibility for Public Contact:**

High level of public contact. Ability to maintain an effective working relationship with other employees, consultants, and the public.

### **Supervision of Others:**

None.