

CITY OF UNALASKA

Position Description

Job Class: Exempt	Job Title: Project Management/Fixed Asset Accountant
Supervisor: Finance Director	Department: Finance
Wage Grade: 11	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: N/A
DEPARTMENT REVIEW	
Submitted By: Tonya Miller <i>TJM</i>	Date: 6/1/10
Reviewed By:	Date:
Human Resource Manager Approval/Date: Kelly Stiles 6/17/2010	

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, test of spreadsheet knowledge and skills, successful completion of pre-employment drug screening, and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description outlines the general requirements and duties of an exempt or professional level position with the City of Unalaska. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? **N/A**

What is the overall purpose and objective of this position (why does this position exist)?
Mainly, this position functions as the Project Management Accountant and the Fixed Asset Accountant in the Department of Finance for the City of Unalaska under the general direction of the Finance Director. This position is responsible for managing and reporting on projects and fixed assets for the City.

Explain the level of supervision received: **Receives direct supervision from Finance Director.**

Explain the level of supervision this position exercises: **No supervisory responsibilities.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- 1. Maintains productive working relationships within the department and with representatives of the community at all levels, including elected officials and staff, business, civic, and agency personnel, boards and commissions, the media, and the public.**
- 2. Manage projects for the City.**
 - a) Develop, analyze, interpret and provide internal distribution of financial information for each project.**
 - b) Attend project meetings with the Finance Director, Project Manager, City Engineer and other pertinent staff.**
 - c) Effectively communicate with the Finance Director, Project Manager, City Engineer and other pertinent staff regarding contract documents, change orders and other contract modifications, approvals, and any additional services related to contract payments and expenses of each project.**
 - d) Set up new projects and budgets as created through the CMMP process or throughout the year by Council.**
 - e) Meets regularly with the Finance Director to ensure coordination and conformance with City policies, procedures, and ordinances.**
 - f) Maintains spreadsheets for each capital and non-capital project and reconciles spreadsheets to Munis (Financial Software) monthly.**
 - g) Prepares project reports showing overall project revenues and expenses in comparison to budgeted amounts.**
 - h) Maintains complete project files and adheres to the City of Unalaska's retention policy.**
 - i) Development of operating policies and procedures relating to project accounting.**

3. Manage fixed assets.

- a) Develop, analyze, interpret and provide internal distribution of financial information for each fixed asset.
- b) Responsible for maintaining fixed asset sub-ledgers and the reconciliation between the sub-ledgers and the general ledger.
- c) Responsible for the maintenance and reconciliation of the Construction in Progress accounts.
- d) Set up new fixed assets as directed.
- e) Make recommendations for development, implementation and maintain internal controls over assets in progress.
- f) Development of operating policies and procedures relating to Fixed Asset accounting.

4. Organize preparation, review process and analysis of periodic project accounting reports.

- a) Prepare monthly project reports for management.
- b) Prepare detailed project reports that assist managers.
- c) Prepare monthly fixed asset reports for Directors.
- d) Prepare depreciation schedules annually.
- e) Make recommendations to improve efficiency, cost and service.

5. Train Other Departments on use of various modules of Munis (Financial Software).

6. Other job related duties as assigned.

Does this position have access to confidential information? Yes No If yes, please provide detail.

- a) Child support payments
- b) Court ordered garnishments
- c) Internal Revenue Service levies
- d) Payroll deductions
- e) Sales tax data

Does this position have access to or handle City funds? Yes No If yes, please provide detail. **This position is responsible for creating, implementing and, in most cases, managing the policies and procedures relating to the management of projects and fixed assets.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes No If yes, please explain. **Position requires direct verbal and written communication with City of Unalaska staff, the public, agencies, vendors, and various organizations regarding governmental procedures and issues, and requires a high degree of skill and fluency in this area.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- a) **Bachelor's degree in accounting, business or equivalent.**
- b) **Strong computer skills, including word processing and spread sheeting software.**
- c) **Skill with all general office equipment, fax machines, copiers and phone equipment.**
- d) **Must possess general computer skills to permit quick learning of the City's financial software program (Munis).**
- e) **Should possess self-management skills and ability to work with limited supervision, basic computer skills and competency.**
- f) **Other combinations of education or experience that could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.**
- g) **Must possess a valid Alaska driver's license.**

What are the preferred qualifications for this position?

- a) **Governmental accounting classes, training or experience.**
- b) **Minimum of two years in governmental accounting.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- a) **Ability to reconcile spreadsheets to reports provided from financial software.**
- b) **Ability to participate in and conduct meetings with staff, public and private officials.**
- c) **Ability to work effectively with the staff and public in a courteous, efficient, and professional manner.**
- d) **Ability to establish and maintain productive working relationships with staff, the public, vendors, and agencies.**
- e) **Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.**
- f) **Ability to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

Must be proficient in a Windows environment, including word processing, spreadsheet, and database software. Must possess general computer skills to permit quick learning of the City's financial software program (Munis). Must be able to operate a City automobile. Familiarity with multi-line phone system. Skill with all general office equipment, fax machines, copiers and phone equipment.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	o
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	o

Describe the requirements of this position that make these factors important: **Must meet department and City of Unalaska goals and administrative directives.**

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Valid Alaska Driver's License or the ability to obtain one within 30 days of employment or prior to operating a City vehicle. As a condition of employment, this position is subject to a background check and successful completion of pre-employment drug and alcohol screening.**

Are there any trainings, certifications, or standards required for this position after employee has been hired that he/she must pass in order to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment. Continuing education classes as they relate to position responsibilities.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes X No If yes, please explain: **Most work is performed in the Finance Department offices. Occasional non-traditional work hours may be necessary. May be required to attend other board and commission or other public meetings on as-needed basis.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply. Describe job responsibilities which require physical demands checked.

- 1. Strength
 - a. Standing X 15% of time **Majority of time spent behind a desk or in meetings.**
 - Walking X 15% of time
 - Sitting X 70% of time

b. Lifting	X	25lbs. Occasionally needed
Carrying	X	25lbs.
Pushing	X	25lbs.
Pulling	X	25lbs.
2. Climbing		
Balancing		
3. Reaching	X	Required in day to day activity in retrieval of working materials.
Handling	X	
4. Stooping	X	Intermittently and occasionally in the course of duties, operating copy machine, handling cases of copy paper.
Kneeling	o	
Crouching	o	
Crawling	o	
5. Speaking	X	Coordinate activities, projects and meetings.
Hearing	X	
6. Seeing	X	Must see to drive.
Depth Perception	o	
Color Vision	X	Colors used on documents.