

**CITY OF SANDUSKY
POSITION ANNOUNCEMENT**

Senior Accountant/Auditor

The City of Sandusky is accepting applications for the full-time and/or part-time position of Senior Accountant/Auditor for the City's Finance Department. Applicant must indicate if they are interested in full-time or part-time employment. The ideal candidate should have a strong knowledge of local governmental accounting and finance and practical government experience.

A Bachelor's Degree in Accounting, Business Administration or Finance is required in addition to government experience and training. For a complete job description and application please contact the City of Sandusky, Attn: Connie Nicholson @ cnicholson@ci.sandusky.oh.us. The information is also available @ www.ci.sandusky.oh.us.

**PLEASE SUBMIT A COMPLETED APPLICATION
ALONG WITH A RESUME TO
CITY OF SANDUSKY
ATTN: CONNIE NICHOLSON
222 MEIGS STREET
SANDUSKY, OHIO 44870**

Application Deadline: Monday, October 31, 2011

*****POSITION OPEN TO THE PUBLIC*****

APPLICATIONS ARE BEING ACCEPTED BY THE OFFICE OF ADMINISTRATIVE SERVICES, 222 MEIGS STREET, SANDUSKY AND MUST BE RECEIVED PRIOR TO 5:00 P.M. ON MONDAY, OCTOBER 31, 2011 IN ORDER TO BE CONSIDERED FOR THE POSITION.

JOB DESCRIPTION
The City of Sandusky
Senior Accountant / Auditor
Pay Range A9
Finance Department

Job Title: Senior Accountant / Auditor

Reports To: Director of Finance

Supervises Directly: Divisions of Finance & Audits and Income Tax

Supervises Through Subordinates: Customer Accounting Office

Purpose for the Position:

To assist the Director of Finance of the City of Sandusky in accordance with city charter, state statute and federal laws.

Essential Responsibilities:

Acts as Director of Finance in his/her absence.

Reviews, establishes and implements procedures that ensure full and current collections of monies owed the City of Sandusky.

Recommends investment strategy for active, interim and inactive funds to the Finance Director or his/her designee(s); makes investments as prescribed by the Finance Director.

Responsible for compiling fiscal estimates and preparing special fiscal reports as may be required.

Prepares statistical analysis and develops and makes recommendations to implement new reporting concepts.

Prepares monthly and year end financial reports.

Responsible for special assessment processing.

Attendance at various committee meetings and City Commission meetings.

Compiles data and prepares reports of revenues and expenses; makes analysis of current financial status in relation to current budget, and prior year fiscal experience for current month.

Assists in the management of the City's debt service; may work with bond counsel, financial institutions and underwriters in the financing of city projects; assures compliance with federal and state debt restrictions; maintains debt service records.

Prepares work papers, financial statements, and various reports for federal, state and other outside agencies as well as for internal accounting and auditing.

Reconciles bank statements.

Review purchase requisitions and prepares purchase order and analyzes them for adherence to proper procedures and proper cost apportionment.

Assists in annual budget preparation.

Assists with the preparation of the City's annual financial report and annual audit.

Analyzes current adequacy of insurance policy coverages; obtains insurance tailored to specific needs, maintains system of expiration dates, etc. Prepares annual portfolio review of insurance coverages and workers' compensation exposure.

May prepare Ohio Water Development Authority (OWDA) low interest loan applications and/or prepare required paperwork to request OWDA payments.

Related and other duties as required.

Ability to understand and communicate written instructions.

Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.

Must report for work at required time and date and maintain a responsible attendance record.

The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.

The avoidance of violent behavior that threatens the safety of other employees.

The following supervisory responsibilities are critical to the effective performance of this position:

Manages in compliance with established city policies and procedures.

Manages in compliance with local, state and federal laws and regulations.

Supervises assigned personnel: evaluates performance and develops each employee to their full potential.

Coordinates activities with other departments.

Evaluates the effectiveness and operations of the assigned unit of the city.

Formulates and develops plans, policies, procedures, goals, objectives and regulations necessary to achieve an effective level of organizational performance within the assigned unit of the city.

Skills and Abilities:

Understand and use math concepts in order to design a financial or economic system.

Interpret technical information presented in mathematical or diagram form in order to work with things like real estate property values, pari-mutuel betting systems and stock market reports.

Work math problems quickly and accurately.

Understand and use computers and related equipment.

Understand and use Microsoft word and excel.

Speak and write clearly to report financial information.

Make decisions about the value of real estate and personal property based on inspection of the property, how you think its location will be affected by future plans of the community, as well as established facts like past tax values.

Plan and direct the work of accounting clerks and other workers.

Physical Demands:

Sedentary Work: Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, or pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Handling. Fingering. Feeling. Seeing. Hearing.

Environmental Conditions:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside. Repetitive movements which, while not necessarily strenuous, can be painful because they are done quickly and/or over and over. Eyestrain caused by constantly looking at one thing or at something that is hard to see.

Reasoning, mathematical and language development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section would be included in this job.

Reasoning Development:

Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (formulas, scientific equations,

graphs, etc.) in its most difficult phases. Deal with a variety of abstract and concrete variables. Apprehend the most abstract classes of concepts.

Language Development:

Read scientific and technical journals, abstracts and financial reports. Write journals, speeches and manuals. Conversant in the theory, principals and methods of effective and persuasive speaking, voice and diction, phonetics and discussion and debate.

Math Development:

Apply mathematical operations to frequency distributions, reliability and validity tests, normal curves, analysis or variance, correlation techniques, etc.

Relationships to Data, People and Things:

Data: Synthesizing: Integrating analysis of data to discover facts and/or develop knowledge concepts or interpretations.

People: Mentoring: Dealing with individuals in terms of their total personality in order to advise, counsel and/or guide them with regard to problems that may be resolved by legal, scientific, clinical, spiritual and/or other professional principles.

Things: Precision Working: Using body members and/or tools or work aids to work, move, guide or place objects or materials in situations where ultimate responsibility for the attainment of standards occurs and selection of appropriate tools, objects or materials and the adjustment of the tool to the task require exercise of considerable judgment.

To do this job, you must have the following licenses or certifications before being hired:

Ohio Driver's license.

To do this job, you must have the following minimum amount of education and experience:

(If hiring someone into this position, what would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success.)

Bachelor of Science degree from a four-year accredited college or university in one of the following disciplines: Accounting, Business Administration, or Finance.

A minimum of three (3) to five (5) years of progressive experience in governmental accounting and finance, or an acceptable level of equivalent of professional experience and training.