

**CITY OF RAMSEY POSITION ANALYSIS**

**POSITION TITLE:** Accountant II

**DEPARTMENT:** Finance

**POSITION TITLE OF IMMEDIATE SUPERIOR:** Assistant Finance Director

**SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING:** No

**FLSA STATUS:** Non-Exempt

---

**PRIMARY OBJECTIVE OF POSITION:**

To perform various payroll and accounting tasks such a processing bi-weekly payrolls, verifying accuracy of figures and computations, and balancing and reconciling accounts.

---

**RESPONSIBILITIES:**

- A. Process Payroll
- B. General Accounting
- C. Miscellaneous (other duties as assigned)

**TASKS RELATED TO RESPONSIBILITIES:**

- A. Process payroll
  - 1. Ensure that bi-weekly payroll is processed in a timely and accurate manner, assuring accounting distribution, governmental reporting/compliance, and the preparation of necessary deductions
  - 2. Update payroll system by adding new employee and terminated employee information, and salary, tax, and voluntary deduction changes
  - 3. Maintains vacation and sick leave records
  - 4. Reconciles payroll to general ledger
  - 4. Coordinate and process any irregular payments
  - 5. Generate, audit and maintain files of all payroll activity, following required retention schedules for all payroll related activities
  - 6. Prepare and submit monthly, quarterly and yearly tax and related reports/payments
  - 7. Utilize both automated and manual techniques to process payroll
  - 8. Distribute annual W2 forms

- B. General Accounting
1. Perform accounting work including preparing financial reports as needed or requested, and assisting in budget preparations and other analysis
  2. Enter journal entries
  3. Coordinate and process any irregular payments
  4. Assist with annual audit work papers
- C. Miscellaneous (other duties as assigned)
1. Generate information for budget preparation
  2. Assist in preparation and updating of Finance Procedures Manual
  3. Attend meetings and training sessions as needed or requested
  4. Regular telephone and/or in-person contact with staff and vendors
  5. Develop spreadsheet and/or database applications as necessary
  6. Assist in computer system conversion, as needed
  7. Utility billing—inquiries/billing
  8. Special Assessments – maintaining PDS system information, fielding phone calls from public, work with Anoka County
  9. Invoice renters monthly for utilities owed to the City
  10. Handle all invoicing to escrows including erosion control deposits

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of generally accepted accounting principles as defined by GASB
- Knowledge of governmental accounting procedures as defined by the GFOA
- Knowledge of spreadsheet and word processing software
- Ability to establish and maintain effective working relationships with others
- Ability to manage complex projects and meet deadlines
- Ability to communicate effectively, both orally and in writing

**TRAINING AND EXPERIENCE:**

**Minimum Qualifications:**

- BS degree in accounting, finance, business administration or a related field or five years of closely related experience
- Two years payroll experience
- Two years experience in public sector finance or accounting, or two years experience auditing the public sector
- Two years experience and/or training in the use of a computerized integrated financial accounting system
- Experience and/or training in the use of spreadsheet, word processing and database software

**Desired Qualifications:**

- Two years experience with JD Edwards payroll/financial accounting system
- Strong accounting skills, including familiarity with regulated fund accounting and ability to apply accounting theory and processes in daily practice
- Valid unrestricted class D state driver's license with a good driving record

Revised August 1991

Revised November 1993

Revised May 1994

Revised April 1995

Revised April 2005

Revised July 2009 –driving requirement

Revised October 2015 to Accountant II

**JOB ACTIVITY REQUIREMENTS**  
**Accountant II**

| <b>Job activity requirements</b> |  |                       |                  |                           |                      |
|----------------------------------|--|-----------------------|------------------|---------------------------|----------------------|
|                                  | <b>Physical Activities</b>               | <b>Very Important</b> | <b>Important</b> | <b>Slightly Important</b> | <b>Not Important</b> |
| <b>1</b>                         | Standing                                 |                       | x                |                           |                      |
| <b>2</b>                         | Sitting                                  | x                     |                  |                           |                      |
| <b>3</b>                         | Walking                                  |                       | x                |                           |                      |
| <b>4</b>                         | Lifting                                  |                       | x                |                           |                      |
| <b>5</b>                         | Pushing / Pulling                        |                       |                  |                           | x                    |
| <b>6</b>                         | Carrying                                 |                       |                  | x                         |                      |
| <b>7</b>                         | Climbing                                 |                       |                  | x                         |                      |
| <b>8</b>                         | Kneeling                                 |                       | x                |                           |                      |
| <b>9</b>                         | Crawling                                 |                       |                  |                           | x                    |
| <b>10</b>                        | Crouching                                |                       |                  | x                         |                      |
| <b>11</b>                        | Bending at waist                         |                       |                  | x                         |                      |
| <b>12</b>                        | Reaching                                 |                       |                  | x                         |                      |
| <b>13</b>                        | Handling Objects                         | x                     |                  |                           |                      |
| <b>14</b>                        | Repetitive Hand Motion                   | x                     |                  |                           |                      |
| <b>15</b>                        | Use of Arm Muscles over Extended Periods |                       | x                |                           |                      |
| <b>16</b>                        | Use of Leg Muscles over Extended Periods |                       |                  | x                         |                      |
| <b>17</b>                        | Overhead Work                            |                       |                  |                           | x                    |
| <b>18</b>                        | Stationary desk or bench work            | x                     |                  |                           |                      |

**This job requires employees to be able to lift and carry up to 34 pounds without assistance.**

| <b>Job working conditions</b> |  |           |
|-------------------------------|--|-----------|
|                               | <b>Yes</b>                                     | <b>No</b> |
| <b>1</b>                      | Working Outdoors                               | x         |
| <b>2</b>                      | Working Indoors                                | x         |
| <b>3</b>                      | Operating forklifts or dangerous equipment     | x         |
| <b>4</b>                      | Operating motor vehicles                       | x         |
| <b>5</b>                      | Providing work direction to other employees    | x         |
| <b>6</b>                      | Working with chemicals                         | x         |
| <b>7</b>                      | Working near fumes and vapors                  | x         |
| <b>8</b>                      | Driving a City vehicle or personal vehicle     | x         |
| <b>9</b>                      | Driving is an essential function of this job   | x         |
| <b>10</b>                     | Subject to random DOT drug and alcohol testing | x         |