

City of Lowell
Job Description
Please Post: March 20, 2014
Deadline: April 3, 2014
Career Center of Lowell
Staff Accountant

ANTICIPATED VACANCY

Job Title: Staff Accountant (1100-DH08, 2001)
Department: Career Center of Lowell
Reports To: Assistant Director
Salary: \$37,497.20 (min) to \$43,938.96 (max) - Grant Funded; 35 hours/week

SUMMARY

Responsible for the oversight of the preparation of the weekly payroll, and accounts payables. Reviews the classification of Agency purchase requisitions with regard to allowable grant activities and fund availability; initiates the city purchase requisition process. Maintains Individual Training Account (ITA) log tracking all customer training activity by funding source. Prepares monthly journal entries for month end close. Prepares reports/invoices to funding agencies.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Price research and verification and maintenance of price lists for goods/services providers
- Responsible for processing all ITA paperwork and records.
- Verifies Information and posts to City of Lowell MUNIS Payroll System.
- Responsible for verifying accuracy of totals, acquiring authorized signatures, and sending to City Auditors and Treasurers Office, for weekly payroll.
- Maintain an accurate log of all vacation, sick and personal time used and accrued on a weekly basis.
- Update MUNIS payroll system with accrued time on bi-weekly basis.
- Maintain multiple spread sheets for payroll month-end reporting.
- Prepare Fringe and Cost Allocations journal entries on a monthly basis.
- Liaison with City of Lowell Purchasing and City Auditor's Office for the purpose of tracking purchasing orders.
- Liaison with all goods and services providers for the purposes of ensuring delivery of goods/services and the processing of invoices.
- Conducts inventory and monitors that flow of all Career Center of Lowell property at all Agency and contractor locations.
- Prepares reports to government funding agencies
- Enters agency budgets in the accounting system, alerts Budget Analyst when funds in the budget are low
- Assists with yearly on-site fiscal monitoring from Division of Career Services
- Assists Assistant Director with any and all matters related to the Agency's fiscal management.
- Assists Career Center Management with programmatic tasks/oversight.
- Assists the Young Adult Department with programmatic and fiscal tasks/oversight.
- Other related duties as assigned.

COST ALLOCATION CLASSIFICATION

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Career Center of Lowell. This position is funded through the administrative allocations of all agency State and Federal Grant funding sources.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be proficient in the administration and use of Microsoft Excel spreadsheet software. Must be proficient with fund accounting software, preferably MUNIS. Must have working knowledge of Word Processing Software and e-mail software.

EDUCATION AND/OR EXPERIENCE

Associates Degree with three to five years experience in bookkeeping/accounting. Or a combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages based on established guidelines published by the State and/or Federal government.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral diagram, or graphic form.

OTHER SKILLS & ABILITIES

Ability to understand and be sensitive to the needs of the economically disadvantaged adults and youth and/or dislocated workers. Ability to develop and maintain effective working relationships with others. Ability to plan, schedule and execute assigned tasks.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of

this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear.

The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is active and moderately loud.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, and CORI post offer.

Qualified individuals send resume and application to the Human Relations Office, Mary Callery, Human Relations Manager, Room 19, City Hall, Lowell, MA 01852 by deadline: 4:00pm, April 3, 2014. Applicants may also email resume and application to cityjobs@lowellma.gov or to fax 978-446-7102.

EOE/AA/504 Employer