

**CITY OF ALMA
JOB DESCRIPTION**

FINANCE/ACCOUNTING INTERN

Supervised By: Finance Director/Treasurer

Supervises: No supervisory responsibility

Position Summary:

Under the general supervision of the Finance Director/Treasurer, performs a variety of cash management tasks including but not limited to receipting in cash, cash counts/balancing, account reconciliations, customer account balance inquiries, group billings, and other tasks assigned by the Treasurer or Deputy Treasurer. Assist in the preparation of the annual financial statement audit by reviewing account balances, budget-to-actual fluctuations, and preparing subledger reports. Assist with the physical inventory count, cash count, and asset verification procedures at fiscal year-end. Review the Finance Policies and Procedures manual against required and best practice recommendations for completeness/compliance. Perform related tasks within the department as assigned.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Tends to customers at the counter and on the phone. Assists customers with inquiries and complaints. Explains bills and payment procedures. Checks account balances and reissues bills as requested.
2. Sorts and distributes mail for the administrative offices for the City as requested. Performs one leg of the dual process cash receipting procedures regarding payments received via mail and the drop box.
3. Processes accounts receivable according to established procedures. Receives and posts all payments made to the City including taxes, utilities, miscellaneous receivables, licenses/permits, and other services as required. Counts and tallies monies received to ensure proper payments. Issues receipts and dispenses change accurately.
4. Reviews current requirements under the Uniform Grant Guidance for Federal Award Written Procedures and provide proposed updates to the City's current Finance Department Policy and Procedures Manual to ensure proper compliance.
5. Reviews budget-to-actual and annual year-to-date reports to identify abnormal fluctuations from actual or projected amounts. Investigates differences and identifies causes for the fluctuations. Prepares a report for the Finance Director as preparation for the audit.
6. Prepares subledger support schedules for balance sheet accounts for the annual audit. Accounts may include, but are not limited to, prepaid expenses, investments, due to/due from accounts, payroll liabilities, compensated absences, and debt liabilities.
7. Review change reports in the timesheets and payroll module to ensure that the proper salary changes, sick time, vacation accrual, and other withholding changes were properly entered into the system.

8. Perform and internal audit of the City's current utility billing accounts to ensure proper rates are being applied to the appropriate accounts.
9. Review contracts and create a master schedule of current contracts sortable by vendor name, date of origination, date of expiration, cost, and other parameters set forth by the Finance Director.
10. Assist with data entry of accounts payables, purchase orders, investments purchases, and special assessment records.
11. Research possible grant opportunities and share with the appropriate department heads.
12. Performs related work within the Finance Department as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Working towards a degree in Accounting, Finance, Management, or related field is preferred. Consideration will also be given to students pursuing a degree in political science, computer programming, or similar field.
- Previous experience in an office setting or job performing accounting/bookkeeping duties preferred but not required.
- An entry-level knowledge of the principles, practices, and legal regulations of municipal finance, budgeting, accounting, taxes, and basic bookkeeping.
- Ability to type, enter data, and complete mathematical computations with speed and accuracy.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, and the public.
- Ability to exercise a high degree of diplomacy and work effectively under stress in contentious or confrontational situations.
- Ability to review confidential information and maintain a professional level of privacy to comply with all laws and regulations regarding personal information of employees.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly is required to communicate in person and by telephone. The employee is required to handle and verify cash, checks and bills, and be mobile in an office setting. The employee frequently is required to type and enter data and must regularly lift or move items of light weight to maintain files and other office systems. While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment can get noisy but usually remains fairly quiet.