

Department: Finance
Position: Senior/Sales Tax Accountant
Accountable To: Finance Director
Supervision Exercised: Supervises department in the absence of Finance Director

Position Objective: Performs professional accounting and administrative responsibilities in support of the City's accounting systems and processes. Establishes processes, monitors compliance, maintains, reviews and analyzes information on sales tax collections and issues. Performs and oversees accounts payables and reconciliation of banks statements. Prepare financial reports and assists with audit and financial statement preparation.

Duties and Responsibilities:

Sales Tax:

Establishes process to implement, maintain, review and analyze information on sales tax collections and related issues. Educate taxpayers and vendors regarding legal responsibilities for charging, collecting and remitting sales tax. Contact and collect from business owners who have delinquent sales tax accounts. Investigate and identify non-licensed vendors. Administer new accounts and licensing program, process tax returns, and reconciliation of revenue and reports. Monitors compliance with generally accepted accounting principles and City of Craig's municipal code. Reconciles general ledger accounts to subsidiary ledgers or external statements.

Other Finance Duties:

- Prepares monthly payroll reports and checks. Processes monthly reports and direct-deposits for payroll. Prepares quarterly and annual payroll reports. Reconciles annual payroll reports. Prepares federal, state, and local tax reports and returns.
- Posts purchase orders or bills in accounts payable system. Distributes invoices to department heads for approval and processes purchase orders and vendor bills into system. Prepares manual checks. Reconciles monthly bank accounts. Runs monthly revenues and expenditures reports for distribution to departments. Runs final revenue, expenditure, general ledger annual history posting summaries.
- Provide assistance and backup for utility billing.
- Generates daily, monthly, and annual journal entries to maintain general ledger accuracy. Monitors operation of computer programs for budgetary, payroll, and inventory. Consults with software support on software issues. Assists in annual audit. Maintains inventory of fixed assets. Maintains and sorts records for storage in safe. Closes out year end on computer

Job duties may be modified, as needed, to meet the changing needs and goals of the City and/or Finance department. These essential job functions are illustrative only and are not intended to be all inclusive.

Skills:

Requires knowledge of the principles and practices of accounting, GAAP and GASB and the ability to apply that knowledge to perform the essential duties and responsibilities of the position.

Advanced knowledge of the principles and practices of computerized accounting systems, creating and using computer spreadsheets, databases and word processing programs and the ability to apply that knowledge to perform the essential duties and responsibilities of the position. Requires knowledge of compliance, licensing, enforcement and educating citizens and vendors on sales tax collections and issues. Strong oral and written communication skills.

Mental Demands:

Attention to detail and accuracy. Follows established procedures or develops better procedures, proofs work, working knowledge of accounting, bookkeeping procedures. Establish and maintain effective working relationships with those contacted in the course of work.

Education/Experience:

BS/BA in accounting or business administration with a minimum three (3) years' experience preferably in government or public sector...

Working Conditions:

Stressful; frequent interruptions; works under deadlines; attention to accuracy. Occasionally deals with difficult customers.

Physical Demands:

Minimal; sedentary; office environment; basic coordination and manual dexterity.

Contacts:

City Manager, city council, department heads, vendors, general public and auditors.

Special Requirements:

May work extended hours or perform divergent tasks as assigned. Must have a valid Colorado driver's license and provide a current motor vehicle record. Must be able to pass a pre-employment drug/alcohol screen and background check.