

JOB OPENING

City of Auburn

City Accountant

Clerk-Treasurer Office

The City of Auburn Clerk-Treasurer's Office is seeking a hard-working and self-motivated individual to join our team as the City Accountant, performing all city accounting functions to ensure accuracy and compliance. These functions include, but are not limited to fund accounting, billing and inventory audits, account research, analysis, and reconciliation, and budget management. The ideal candidate should have a strong work ethic, have excellent problem solving skills, be motivated to serve others, and enjoy working in a fast-paced environment.

Essential Duties & Responsibilities

- Provides financial information to management.
- Prepares monthly financial statements for enterprise funds.
- Assists in collection and preparation of information related to enterprise, cost of service, and rate making.
- Prepares regulatory compliance and reports.
- Manages annual budget process.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Prepares payments by verifying documentation and requesting disbursements.
- Substantiates financial transactions by auditing documents.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Recommends financial actions by analyzing accounting options.
- Ensures compliance with federal, state, and local requirements and standards, providing support to all city departments
- Works with outside professionals and consultants.

Skills & Qualifications

- Bachelor's degree in accounting, business, or related field and moderate experience in fund accounting, regulatory compliance or a combination of equivalent education and experience.
- Proficiency in Microsoft operating systems, internal communications networks, and ability to quickly learn the City's accounting system.
- Knowledge of public sector (municipal) business operations a plus.
- Ability to read, analyze, and interpret common financial reports and legal documents.
- Ability to effectively communicate (orally and in writing) with business colleagues and customers.

Benefits

- Paid vacation, personal, holiday, and sick time, health insurance, life insurance, flexible spending accounts, and City paid PERF annuity and retirement.
- Salary range \$60,000 - \$70,000, depending upon training and experience.

Interested candidates should apply through the city website <https://www.ci.auburn.in.us/205/Apply-for-a-Job>. Please include a cover letter and your resume.

Application Deadline: May 6, 2023

EOE / Drug Free Workplace / E-Verify