



**CITY OF HAMILTON, OHIO**  
invites applications for the position of:

## **Accountant**

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**SALARY:** \$27.96 - \$35.52 Hourly  
\$4,846.40 - \$6,156.80 Monthly  
\$58,156.80 - \$73,881.60 Annually

**OPENING DATE:** 08/25/22

**CLOSING DATE:** 09/22/22 11:59 PM

**GENERAL DESCRIPTION:**

**The City of Hamilton is an EEO & AAE. Minorities and women are encouraged to apply.**

This is difficult and professional accounting and administrative work involving the application of professional accounting principles and auditing practices to in the preparation and maintenance of financial and related records for selected municipal finance and accounting activities. The work is performed under the general direction and supervision of the City's Comptroller but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with City division and department heads and other accounting personnel in the City. Supervision of a limited nature may be exercised over the work of accounting and clerical support personnel as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Prepares debt service coverage spreadsheets and comparative financial reports for Bond Counsel and designated others;
- Provides debt service coverage, including transfers between trustee accounts and transfers from construction accounts to the City's checking account;
- Ensures that the City is in compliance with its own indentures as well as other regulatory agencies which regulate capital markets;
- Maintains assigned trustee accounts;
- Compiles data for certificates and prepares schedules for monthly financial statements;
- Manages weekly payroll activities, payroll tax deposits, issuance of W-2 forms and monthly and quarterly reports;
- Manages accounts payable activities, including vendor maintenance and IRS compliance requirements;
- Coordinates investments of idle municipal funds, including calculation of amounts to be invested, determination of maturity dates, solicitation of bids and execution of trades based on bids received;
- Prepares schedules for outside auditors;
- Prepares various financial reports for assigned funds;
- Compiles data and prepares a variety of daily, monthly, quarterly and annual financial and statistical reports;
- Reconciles banks accounts with Treasurer's reports;
- Audits paid invoices for correct coding and for reconciliation with voucher requests;
- Reconciles invoice quantities and charges with purchase orders;

- Develops and implements financial accounting systems and procedures and performs computations and posts to statistical and other records applying knowledge of regulations and generally accepted accounting principles and practices;
- Audits accounts and records of revenues, expenditures, billings, debt financing, contracts, budget activities, cash and non-cash assets, accounting entries, equipment and supply inventories, payroll and employee benefits;
- Prepares reports for appropriate officials or agencies concerning audits, financial conditions and sources and application of funds;
- Works with the City's information services division to coordinate and implement the use of computer technology with assigned accounting duties and functions;
- Attends meetings, conferences and workshops as requested and authorized;
- Performs related work as required.

## **SKILLS/KNOWLEDGES/ABILITIES:**

- Good knowledge of current generally accepted accounting principles and practices;
- Good knowledge of the principles and legal requirements of local government accounting principles and practices;
- Good knowledge of federal and state fund accounting, auditing and reporting requirements;
- Good knowledge of computer and data processing technology as applied to financial, accounting and auditing utilizations;
- Good knowledge of financial office procedures and practices;
- Ability to interpret complex financial reports and records and to analyze financial data and determine appropriate accounting methods for control and reporting purposes;
- Ability to communicate well with others to secure cooperation and efficient coordination in the preparation of financial records and reports;
- Ability to prepare accurate and reliable reports containing facts, findings, conclusions and recommendations;
- Ability to operate a personal computer using standard word processing, financial spreadsheet, specialized accounting and database applications appropriate to assigned duties;
- Ability to communicate well with others both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with other City employees, supervisory personnel, outside auditors, vendors and the general public;
- Ability to motivate and supervise the work of accounting and clerical support personnel;
- Ability to use logical thought processes to develop solutions according to written specifications and oral instructions;
- Ability to perform a wide variety of difficult technical tasks with accuracy and speed under the pressure of time sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information;
- Ingenuity and inventiveness in the performance of assigned tasks.

## **TRAINING/EDUCATION/QUALIFICATIONS:**

### Minimum Qualifications

- Bachelor's degree in Accounting or Finance

### Preferred Qualifications

- Two (2) years of experience in governmental accounting/finance

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.hamilton-city.org>

Position #00488  
ACCOUNTANT  
BC

Human Resources Department  
345 High Street - 3rd Floor  
Hamilton, OH 45011

[cspersonnel@hamilton-oh.gov](mailto:cspersonnel@hamilton-oh.gov)

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## Accountant Supplemental Questionnaire

- \* 1. Do you have a bachelor's degree in Accounting or Finance? (you must attach a copy of degree or transcripts)
- Yes    No
2. Do you have two (2) years of experience in governmental accounting / finance?
- Yes    No
3. How many years of accounting experience do you have?
- 0-2  
 3-4  
 5-9  
 10+
4. What would you rate your Microsoft Excel skills? (10 being the highest)
5. Describe in detail a spreadsheet you created, the functions it provided, and how it made your work easier.
6. What type of of accounting system(s) have you used?
- \* 7. Did you attach your Bachelor Degree or transcripts? (If not, your application will be rejected).
- Yes    No
- \* 8. Did you include your CORRECT email address in your application? Please recheck. Our communication to you will be via email and it's imperative that we have a valid email address.
- Yes    No
- \* Required Question