



## HUMAN RESOURCES DEPARTMENT

City of Burlington

131 Church Street, Burlington, VT 05401

Voice (802) 865-7145

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### SENIOR ACCOUNTANT

Clerk/Treasurer's Office

**POSTING DATE: January 26, 2011**

**DEADLINE TO APPLY: February 11, 2011**

**RATE OF PAY: \$913.26/week**

**POSITION STATUS: Regular FT**

**EXEMPT/NON-EXEMPT: Exempt**

**CLASSIFICATION GRADE: 18**

**APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

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Provides senior level accounting services, including supervision, in support of the City's central accounting function. Position may also provide accounting services to several other major City Departments, including Burlington International Airport and Burlington Telecom.

#### Essential Job Functions:

- Performs and/or supervises accounting duties such as the preparation of journal entries, bank statement reconciliation, general ledger account reconciliation and billing, including but not limited to, payroll, accounts payable, revenue collection, work order accounting and fixed asset accounting.
- Supervises, evaluates and trains appropriate fiscal and clerical staff necessary to carry out the above duties.
- Assists in the preparation of the City's budget.
- Assists in the development and maintenance of appropriate accounting standards and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and other regulatory guidelines and requirements.
- Assists with audits including, but not limited to, the reconciliation of assigned general ledger accounts producing schedules and documentation as well as responding to auditor inquiries.
- Performs and/or oversees the development and reporting of the City's cost allocation plan and capital assets as well as assists with rate design studies and maintains equipment inventory systems.
- Prepares reports, including but not limited to, Capital Improvements, reconciliations, and periodic budget reports.
- Assists in the processing, checking and posting of transactions associated with the City's fiscal and accounting functions.

#### Qualifications/Basic Job Requirements:

- Bachelor's Degree in Accounting, Business Administration, or related field and three years of relevant experience in accounting; or An Associate Degree or equivalent state testing in accounting and five years of relevant accounting experience.
- Minimum of two years supervisory experience preferred.
- Thorough knowledge of general accounting principles and practices required.
- Working knowledge of computerized accounting systems including the ability to operate spreadsheets, word-processing, and database software in a Windows based environment.
- Knowledge of applicable State and Federal guidelines for telecommunication, Federal Airport Grants, and applicable payroll/income tax rules preferred
- Ability to delegate, direct and review the work of subordinate staff and the ability to train associates in accounting practices and procedures.
- Must be consistent and accurate.
- Ability to work well under pressure and appropriately deal with stress.
- Ability to communicate effectively both orally and in writing with City management and departmental staff.
- Ability to establish and maintain good relations with co-workers.
- Ability to meet schedules and deadlines while working with minimal supervision.

**The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services.**

**Submit City of Burlington Application, cover letter and resume by February 11, 2011 to:**

Human Resources Department, 131 Church St., Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802)865-7145 or (802) 865-7142 (TTY)

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**