HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, STE 102, Burlington, VT 05401

Voice (802) 865-7145
Fax (802) 864-1777
Vermont Relay: 7-1-1 or 800-253-0191

ACCOUNTING OPERATIONS ANALYST
CLERK TREASURER OFFICE

POSTING DATE: June 17, 2016
RATE OF PAY: $23.4526/hour
EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: June 28, 2016
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: 17
UNION: AFSCME

This position provides senior level reconciliation of complex accounts and statements. This position will also assist in identifying Capital Asset records and review of transactions submitted by other accounting staff for accuracy. The position will be involved in developing strategies to improve performance including compiling, tracking and analyzing complex financial data, providing regular monitoring and evaluation of various performance metrics, assuring the existence of appropriate controls at each step, and searching for/recommendation of new opportunities.

ESSENTIAL JOB FUNCTIONS:

- Reconciliation of the City's more complex bank statements specifically Payroll, Parks, and General Fund Pooled Cash.
- Perform and/or assist in monitoring and reconciliation of the City's balance sheet and income statement accounts.
- Reconcile City's AR balances with departments' AR software. Coordinate with various City staff to improve collections efficiency and create effective billing/collections processes. Report quarterly on status of AR balances, including steps taken to resolve past-due accounts.
- Responsible for reconciliation of sub-ledgers to appropriate General Ledger accounts.
- Responsible for maintenance of the City's capital assets for General and Enterprise funds. Identify new assets, create, update, and maintain records in fixed asset accounting module, cross-reference new and existing assets with capital lease schedule and equipment maintenance records. Provide reporting to management and auditors as needed.
- Responsible for Payment In Lieu Of Taxes (PILOT) asset tracking for water, wastewater and stormwater. Review Burlington Telecom yearly. Provide to City Assessor for review and calculation of fees due. Ensure approved fees are allocated monthly.
- Responsible for billing and collections of all Burlington Telecom and Burlington Electric expenses to include: salaries, benefits, direct insurances, banking fees, indirect costs and other misc. charges.
- Ensure proper posting/allocation to various General Ledger accounts and liabilities through monthly reconciliation.
- Work with Accounting Control and Analysis Manager to identify and recommend steps to address and prevent discrepancies and inefficiencies in all aspects of the City's financial operations. Assist with establishing, implementing and monitoring performance benchmarks and best practices, including training City staff on new or updated policies and procedures.
- Assist Accounting Control and Analysis Manager with the recommendation, building and implementation of systems to simplify reconciliations, improve reporting capabilities and/or overall process improvements, specifically towards reducing time, complexity and cost of operations. Act as primary tester and troubleshooter for these new systems before full implementation to the City.
- Coordinate special projects and assignments relating to major innovations and/or process improvements with key players (including management, Department Heads, IT and front-line staff) to minimize disruption of operations while meeting all parties' needs.
- Compile and analyze/interpret trends in complex financial data. Identify and investigate outliers and recommend steps to bring in line with City budgets.
- Perform other accounting duties such as the preparation, review and processing of budget amendments, journal entries and sub ledger activity (General Ledger, Revenue Collections, Miscellaneous Billings, Accounts Payable, Purchase Orders and Payroll).
- Prepare reports, including but not limited to, Capital Improvements, reconciliations, and periodic budget reports.
- Assist 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.
- Assist 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.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's Degree in Accounting, Business Administration, or related field and three years (3) of relevant experience in accounting. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Required three (3) years of more complex reconciliations.
- 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 business concepts, best practices as they relate to departmental activities.
- Critical thinking and analytical skills required.

- Must be consistent and accurate.
- Initiative, creativity, and attention to detail required.
- Strong problem solving and organizational skills required.
- Ability to work well under pressure and appropriately deal with stress.
- Ability to meet schedules and deadlines while working with minimal supervision.
- Ability to work independently and in a team environment.
- 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.
- Flexibility, adaptability and commitment to constant improvement and innovation.
- Ability to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve performance.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

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