

Position Description

Position Title: Senior Accountant
Department: Finance
Division: Finance
FLSA: Exempt
Retirement: KPERS
Effective Date: November 13, 2025

GENERAL PURPOSE

Performs skilled and routine accounting work primarily maintaining the general ledger, processing accounts receivable, cash management, managing year-end processes and preparing for annual audit, but also other accounting functions as necessary.

SUPERVISION RECEIVED

Works under the general supervision and direction of the Deputy Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

General Ledger Maintenance

- Process miscellaneous journal entries as needed.
- Process monthly interfund transfers, as budgeted.
- Maintain the chart of accounts including general ledger funds, departments, divisions and account numbers as directed by the Deputy Finance Director or Finance Director.
- Prepare monthly, quarterly or annual reports as required, as well as other federal and state reports.

Cash Management and Investment Activities

- Ensure that there is an appropriate cash balance in the operating bank account, based on data provided from accounts payable, payroll and purchasing, as well as known outflows such as bond payments and inflows such as sales taxes, etc.
- Transfer funds as needed.
- Monitor and maintain investments by bank location, cusip number, maturity dates and pledging requirements. Contact banks to receive current interest rates for investment renewals and process the required paperwork for completing investment transactions.

Accounts Receivable

- Receive and process cash receipts reports from all departments, reconcile transactions and the reports to the bank deposits slips. Contact the appropriate personnel to resolve discrepancies.
- Post corrected receipts batches in a timely manner.
- Notify Deputy Finance Director of significantly large overages or shortages or of frequent overages or shortages of the same personnel.
- Process monthly federal utility billings and provide to the City Clerk's office for invoicing.

Accounts Payable

- Establish and assign vendor numbers for new vendors; maintain vendor records.
- Manage purchase cards accounts, including requesting new PCards, setting purchase limits, closing PCard accounts, and verifying and paying the monthly bill.
- Reconcile and pay monthly medical, dental, vision and other insurance billings.

- Prepare and pay retail sales tax to the State of Kansas in a timely manner.
- Serve as a backup for accounts payable and purchasing card processing.

General Duties

- Reconcile and prepare request for payments for all TIF Development Agreements.
- Prepare and remit the bi-annual payments due to the State of Kansas for bond and interest payments.
- Prepare annual journal entries required for the preparation of the annual external financial statements audit. Lead the year-end closing process and assist with other year-end activities including the preparation of the ACFR and long-term financial plan.
- Calculates the new Fort Leavenworth Sewer rate for each fiscal year beginning July 1.
- Performs periodic financial studies and analyses.
- Serve as payroll backup, as needed.
- Assist with other accounting duties, as needed.
- May serve as a member of various employee committees.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelor's degree in accounting, finance, business, public administration or closely related field;
AND a minimum of three (3) years of continuous experience in accounting, finance or related field.

OR

Associate's Degree in accounting, finance, business, or closely related field; **AND** a minimum of five (5) years of experience in bookkeeping, accounting, or related field.

OR

An equivalent combination of education and experience (in addition to the minimum) commensurate with requirements listed above.

- (B) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Governmental Accounting theory, principles and practices.
- Budgetary, accounting and reporting procedures and systems; GAAP, GAAFR and GASB.
- Public finance and fiscal planning; internal control procedures.
- Purchasing methods and procedures; payroll and accounts payable functions.
- Procurement laws and ordinances governing the purchase of goods and services.
- Personal computers and associated word processing, spreadsheets, database and financial software.

Skills:

- Must be detail oriented and highly organized.
- Excellent interpersonal skills.
- Effective time management skills.
- Possess effective verbal and written communication skills.
- Skill in operating the listed tools and equipment.

Ability to:

- Maintain accounting records and to prepare and analyze reports and statements.
- Maintain efficient and effective financial systems and procedures.
- Perform accounting duties efficiently and accurately.
- Use analytical reasoning and problem solving.
- Analyze and process purchasing requisitions and vouchers and make purchasing decisions accordingly.
- Function effectively with minimal instruction; Understand and carry out oral and written instructions.

- Develop and maintain effective working relationships with the public, outside agencies, departmental personnel, vendors and other City employees.
- Maintain confidentiality.

DESIRABLE QUALIFICATIONS

(A) Five (5) or more years of specialized course work in accounting, accounts receivable, billing, cash receipts, accounts payable, general ledger, purchasing or a related field.

(B) Five (5) or more years of continuous experience relating to governmental accounting.

(C) Experience with Munis, or similar ERP, financial software.

TOOLS AND EQUIPMENT

Personal computer, including Microsoft Office, word processing, spreadsheet and data base software; ERP/financial software; printer; 10-key calculator; copy machine; scanner; multi-line telephone system.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk; hear; and use hands to operate, finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk; and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds, and must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written/practical examination or other job-related tests, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee and is subject to change by as the needs of the City and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date