



City of Milford
Accountant III
Pay Grade: G09

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Municipal government experience; 3 years of experience in payroll procedures, payroll taxes and accounting principles; Computer experience is required with Windows and other Microsoft Office products (Word, Access, Excel, and PowerPoint); NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. May be subject to random drug and alcohol testing according to City policy.

Minimum Education Requirements: Bachelor's degree in Accounting or related field; 3-5 years of progressively responsible experience in professional accounting; general ledger, and payroll

Direct Supervisor: Finance Director

Supervisory Responsibility: None

Primary Work Location: Office setting

Job Summary: Performs complex accounting work within the Finance Department, related to Payroll, to ensure timely and accurate payment for all the City's payroll obligations. Performs other accounting functions as assigned.

The Accountant III shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service.

Supervision Received: Work is performed under the general supervision of the Finance Director.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Coordinate the process of the generation, reconciliation and recording of the biweekly payroll and verify wage/benefit cost distribution, for updates to general ledger
- B. Interprets payroll laws, personnel policies and union contracts
- C. Verify accuracy of HFSA (Medical)/Dependent Care Reimbursements and check available balance, then enter for payment
- D. Transmit direct deposit file to bank, then verify and confirm file with bank
- E. Update payroll including printing of check register, direct deposit register and cumulative register
- F. Verify accuracy of payroll journal entry and update entry to general ledger
- G. Prepare and process 941 & state tax payments
- H. Prepare warrants for A/P processing in relationship to deductions or garnishments
- I. Input, online, employee deductions and City's contributions to the State of DE Pension
- J. Input, online, employee deferred comp payments and City's match to VOYA
- K. Prepare and process all Quarterly and Yearly reports including 941, UC-8, W-2's and W-3
- L. Respond to employee inquiries regarding pay calculations, posting errors, vacation/sick leave and W-4 processing



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- M. Complete Misc. Government reports (ex: E 4, EEO 4, ICMA, Bureau of Statistics, etc.)
- N. Complete any Payroll related issue not specified above
- O. Coordinate and process Miscellaneous Receivables
- P. Coordinate and calculate monthly Gas & Oil Report
- Q. Report financial information in an accurate and timely manner
- R. Responsible for preparation of monthly bank reconciliations
- S. Responsible for monthly benefit reconciliations for benefit vendors
- T. Participates in the development, implementation and monitoring of financial goals, internal service and staffing levels; monitors changes in laws, regulations and technology that may affect departmental operations; recommends and administers policies and procedures
- U. Attends meetings, conferences and training as required to stay abreast of new trends and innovations in the field of finance, budget, accounting other types of public services as they relate to the area of assignment; participates on committees, task forces and work groups as assigned
- V. Performs related work as required

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Preparation and processing of Payroll, 941's, State Unemployment Quarterly Reports and W-2's. Accounting and General Ledger experience.
- Office equipment.
- Software used for related tasks.
- Windows and other Microsoft Office products (Word, Outlook, Access, Excel, and PowerPoint), City's time keeping system

Skills

- Good oral and written communication with other employees and the public, interdependent.
- Time management, completes tasks in a timely fashion.
- Decision making.

Abilities

- Maintain the highest level of confidentiality and professionalism, while completing time sensitive duties with dedication, detail and accuracy.
- Multi-task and work independently.
- Exercise independent judgment in accordance with established policies and practices.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Administrator:
