



# City of Milford

## Senior Accountant

Pay Grade: 11

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**Employment Status:** Full- Time

**FLSA Status:** Exempt

**Experience Required:** Municipal government experience; Bachelor's Degree with a major in accounting; Master's Degree, Certified Public Accountant (CPA), Certified Public Finance Officers (CPFO) is desirable. Must pass pre-employment testing for substance abuse and a criminal background check. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required.

**Minimum Education Requirements:** Bachelor's degree in accounting or finance; 5 years of progressively responsible experience in professional accounting, general ledger, and payroll; 3 years of experience in governmental accounting.

**Direct Supervisor:** Finance Director

**Supervisory Responsibility:** None

**Primary Work Location:** Office setting

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**Job Summary:** Under administrative direction, the Senior Accountant plans, organizes and directs the auditing, budget preparation, general accounting, grant accounting, cashiering services, business licensing, information technology, transient occupancy tax, and treasury functions, and purchasing activities of the City. Oversees various City tax and other revenue-producing programs; participation in special Citywide management functions and projects such as long-term capital budgeting, installation of data processing programs; and performs related duties as required. Works directly with the City's utilities providing in-depth analysis when needed.

The Senior Accountant upholds the City's mission, vision, and values through ethical conduct, community stewardship, initiative, and responsive service.

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**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:

- **Budget Development and Oversight:** Oversees or directs the preparation of the City's annual Capital Improvement Plan (CIP) document and the annual capital and operating budget; supervises the review of budget requests and the compilation of estimates and projections to affect a balanced budget.
- **Financial Forecasting and Analysis:** Forecasts revenues, analyzes reserves, reviews cash flow projections, and prepares long-term financial forecasts for all major funds, including general, enterprise, special revenue, and internal service funds.
- **Legislative and Policy Compliance:** Monitors legislative, regulatory, and governing body changes impacting City finances; reviews financial policies and procedures to strengthen internal controls.
- **Budget Monitoring and Controls:** Oversees the review of revenue and expenditure reports in comparison with planned budget and recommends control necessary to keep budget in balance.
- **External Reporting:** Directs the preparation of reports for Federal, State and private agencies.
- **Program Evaluation:** Evaluates policies, internal controls, operating methods, revenue collection systems, technology systems, and special revenue/governmental programs (e.g., property tax, lodging tax, utility tax, renewable energy funding, public safety funds); prepares reports recommending revisions and improvements.



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- **Cash and Investment Management:** Directs the City's cash management program and the investment of idle funds as directed by the Finance Director pursuant to the City's investment policy; monitors cash balances in all funds; reviews transactions in relation to changing cash needs resulting from seasonal revenue and operating cycles, capital needs, external funding sources, and long-term debt investments.
  - **Financial Reporting and Audit Compliance:** Directs the preparation of all internal and external financial reporting and post-audit reporting, including but not limited to any Federal OMB/Single Audit reporting, MSRB/EMMA reporting, EIA-861 reporting, federal or state debt reporting requirements, other debt compliance & maintenance of covenants, and other city-wide, utility and governmental financial operating reports/compliance as assigned.
  - **Contract and Legislative Review:** Drafts or reviews contracts, agreements, and proposed changes to federal, state, and local / City legislation to measure resulting risks and any impact on the City's revenue or cost structures; prepares analytical reports to support recommended alternatives.
  - **Property Tax Administration:** Directs the procurement/acquisition of the property tax assessment values and data, the development of the property tax rate, and tax policy consideration.
  - **Utility Rate Development:** Directs the development of all utility rates, balances competing utility rate considerations in the development and recommendation of utility rate policies, and directs the procurement and maintenance of professional consultation to support the revenue and operational needs of all utilities.
  - **Staff Development and Training:** Provides or coordinates staff training; works with employees to correct deficiencies.
  - **Council and Organizational Studies:** Prepares and reviews City Council agenda item reports and memoranda; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to finance programs, policies and procedures as appropriate.

### **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**

- Current GASB accounting standards, guidance and pronouncements; GAAP standards
- Computer system applications related to municipal accounting, budgeting and finance as well as Microsoft Excel, Word, PowerPoint.
- Municipal programs, public utilities and service delivery systems
- Pertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting.
- General principles of Internal Revenue Service regulations regarding payroll and taxable wages

#### **Skills**

- Analyze, evaluate and reconcile complex financial data to arrive at accurate conclusions and recommendations.
- Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
- Work quickly and accurately to meet deadlines.
- Deal with and resolve problems for the public.
- Organize, and direct work involved in finance administration.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.



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**Abilities**

- Establish and maintain an effective working relationship with the City Manager, elected City Officials, other department heads, other City employees, vendors, customers, other governmental agencies, and the general public.
- Exercise sound, independent judgment within established guidelines.
- Analyze and make sound recommendations on complex accounting and financial issues, data and operations.
- Maintain complex financial records and analyze and prepare reports.
- Communicate clearly and effectively, orally and in writing.

**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:

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Employee:

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Human Resources Director:

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