City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Chief Accountant</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>ACCT</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU20</td>
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<tr>
<td>Date Revised:</td>
<td>4/18/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for providing a uniform accounting system for the City in accordance with generally accepted accounting principles and state statutes while providing accountability and oversight to insure accuracy and timeliness of reporting.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Performs financial and operational audits, including petty cash audits.
- Reviews month-end bank reconciliations; reviews Treasury report for accuracy and completion; prepares monthly cash/general ledger reconciliation.
- Assists with year-end audit reconciliations.
- Assists in the preparation of the citywide annual financial/compliance reports.
- Monitors accounting and internal controls and procedures for cash receipts and disbursements.
- Advises, assists and provides management with timely and accurate financial statements and other management reports.
- Serves as liaison with independent auditors.
- Maintains fixed asset inventory; maintains machinery and equipment insurance schedules; oversees licensing of City’s vehicles and equipment; conducts semi-annual machinery and equipment inventory inspections.
- Performs other duties as assigned.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree in accounting, business or related field and two years related experience in accounting; or Associate’s degree in accounting, business or related field and five years related experience in accounting; or equivalent combination of education and experience.

**Certificates, Licenses, Registrations:**

Certified Public Accountant (CPA) with experience in public sector highly desired.
**Working Conditions:**

*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 moderate.

**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 regularly required to sit; use hands; talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.