

City of Peru

Job Description

Job Title: STAFF ACCOUNTANT

Reports to: Finance Officer

Department: Finance Department

JOB SUMMARY: Performs a variety of accounting functions including accounts payable, accounts receivable and payroll.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Reviews account payable and inputs manual accounts payable requests.
- Prints and mails account payable checks.
- Files paid manual invoices in the central file.
- Creates new vendors as requested by Finance Officer.
- Researches past due invoices and vendor statements.
- Processes payroll every other Tuesday. This includes printing checks and reports that must be completed by the following day for the Finance and Safety Services Committee Meeting.
- Electronically transmits payroll, taxes, and utility sales from bank to bank.
- Prepares quarterly payroll reports.
- Prepares miscellaneous checks (UARCO's) received from customers and enters into cash register and in accounts receivable ledger.
- Reconciles all bank statements.
- Prepares deposits for banks and takes the deposit to the downtown banks.
- Prepares accounts receivable statements for airport, chipper service, and lawn bags.
- Assist Treasurer with treasurer's reports.
- Assist Finance Officer with preparing for audits and fulfilling auditor's request.

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ADDITIONAL RESPONSIBILITIES AS NEEDED:

- Assists auditors during audit.
- Answers phone and assists customers with collecting utility payments at front counter or drive-up.

REQUIREMENTS:

- Minimum two years accounting or bookkeeping experience or Associates Degree in Accounting or related field.
- Strong mathematical/accounting skills.
- Strong communication skills, both oral and written.
- Strong interpersonal skills.
- Proficient in Microsoft Word and Excel.
- Detail oriented.
- Ability to prioritize workload.
- Ability to handle money.
- Must establish residency within ten miles of Peru city limits within six months of hire date.

The above duties reflect the general details necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all of the work requirements inherent in the job. Other work will be assigned to utilize scheduled time fully or to meet exceptional conditions.