

## **TOWN OF OCEAN VIEW, DELAWARE**

**Position Title:** Accountant  
**Department:** Finance Department  
**Reports to:** Finance Director

### **General Statement of Duties**

This position involves the performance of professional accounting work of a skilled nature. The employee works under the general supervision of the Finance Director and supports the work of the Finance Department. Work requires independent judgment, attention to detail, consistency, and is confidential in nature.

### **Major Duties and Responsibilities:**

1. Day to day accounting functions: including daily deposits, purchase orders and payment/check processing for the Town's General, Trust, Grant and Water Funds.
2. Record daily deposit activity in municipal accounting software (MCSJ), print reports & prepare bank deposit for Town Clerk. Import online tax payments (WIPP) as necessary and print appropriate reports. Accept, import, and process credit card payments.
3. Create purchase orders as requested and weekly for payment processing: review and test invoices; record data in accounting software & print bill list for Finance Director's approval. Print checks and ensure they are properly signed; mail checks; and file paid purchase orders in vendor files. Prepare various monthly analyses – e.g., credit card, engineering, cleaning, OVHS, etc.
4. Allocation of monthly electric bills.
5. Collection of receipts and allocation of the Town's Credit Card Statement.
6. Bill property tax penalties monthly on delinquent accounts and reconcile taxes receivable monthly.
7. Issue 3-step collection letters per Town policy for both taxes and water charges receivable; reconcile all accounts receivable monthly including taxes, water charges, property maintenance violations, reimbursable reviews, special police duty, grants and others as may apply. Once 3- step letters are done, accounts are turned over to Town Solicitor for legal collection proceedings.
8. Prepare and distribute monthly Accounts Receivable Listing for Financial Good Standing purposes for Finance and Planning & Zoning Departments.
9. Prepare invoices and record payments for Gross Rental Receipt Taxes weekly as received from the Planning & Zoning department. Print reports as necessary.
10. Annually obtain February 15<sup>th</sup> assessment listing from tax assessor and prepare binder for review after public notice is posted.
11. Print annual property tax bills and prepare for distribution; maintain and submit lists to escrowing banks for payment.

12. Process quarterly tax assessment updates received from assessor (based on CO reports issued by Planning & Zoning). Also maintain several subdivision analyses for review by Planning & Zoning (to ensure permit fees are collected, completed construction is inspected by Town Engineer and assessment is updated by tax assessor).
13. Prepare and mail annual 1099s to applicable vendors; maintain W-9 files.
14. Maintain Capital Projects by FY (for budget to actual comparison and for annual audit).
15. Maintain Fixed Assets in municipal accounting software (MCSJ) and assist with year-end inventory.
16. Handle phone calls from closing attorneys, title companies, banks, property owners, vendors and others as applicable. Take appropriate action to resolve matters.
17. Assist auditors during annual audit and assist Finance Director prepare audit schedules.
18. Supports other administrative staff members by responding to phone calls and office walk-ins.

**Other Duties and Responsibilities (on a back-up basis):**

1. Prepare accounts receivable invoices as necessary for property maintenance violations, special duty officer work, reimbursable reviews by Town Engineer and others as necessary; record receivables in accounting software, copy for Town files and mail invoices.
2. Prepare bi-weekly payroll: compile and tabulate hours by employee; enter data into ADP system; generate preview report for Finance Director's approval; import payroll G/L entry and print reports. Initiate bi-weekly payment for voluntary 457(b) payroll deductions. Reconcile payroll monthly to expenditure charges posted to MCSJ and to quarterly ADP tax reports.
3. Maintain employee attendance and accrued leave balances (vacation, sick & personal) bi-weekly with payroll processing. Monitor for employee anniversary increases. Notify employees in July regarding vacation hours exceeding allowed maximum.
4. Record employee bi-weekly State of Delaware pension deductions and matching employer contributions online. Reconcile and report monthly totals to Office of Pensions; update Office of Pensions on new hires, employee demographic updates, and employee terminations including final pay reporting. Reconcile State of DE pension reports monthly to expenditure charges posted to MCSJ for auditors.
5. Prepare monthly transfer tax collections report for approval by Finance Director. Also: record data in property tax software, scan deeds, notify Planning & Zoning department, Town Clerk and Tax Assessor of transfers and notify Middlesex Water Company of transferred properties on Town Water System. Record setup of new property owner water accounts.
6. Maintain daily communication with Middlesex Water Co regarding accounts receivable, final billings for property settlements/transfers and account questions.

7. Reconcile water consumer accounts receivable monthly to reports prepared by Middlesex Water Co.
8. Maintain Water Promissory Note and Water Judgement Receivable analyses; post monthly entries.

### **Required Education, Knowledge, Abilities, and Skills**

1. **Education, Training, Certification, and Experience:** BS in Accounting / Business Administration preferred or Associate degree in accounting with three years of experience in an office environment or equivalent course work, or any combination of education, training, and experience that provides the required knowledge, skills and abilities.
2. **Knowledge of:**
  - a) accounting and bookkeeping practices and procedures;
  - b) working knowledge of fund accounting is highly desired; and
  - c) office and administrative terminology and procedures.
3. **Ability to:**
  - a) operate office equipment such as computers, calculators, copy machines, and facsimile machines;
  - b) maintain complex financial records, analyze accounts, and prepare reports;
  - c) review and correct work of others for accuracy and clarity;
  - d) file documents alphabetically, numerically, and chronologically and maintain orderly electronic files;
  - e) make rapid and accurate mathematical calculations;
  - f) communicate effectively – both orally and in writing; and
  - g) work cooperatively with coworkers, elected and other public officials, and the public.
4. **Skill:** Must be highly skilled in the use of appropriate software or packages and computer networked applications.

### **Special Conditions**

This position is sedentary in nature and is located in an office environment.

Physical activities include walking, standing or sitting for extended periods of time and operating computer and office equipment.

Employee must undergo a pre-employment drug screening test, background check and must be bondable.

**Note:** This position description does not constitute an employment agreement between the Town of Ocean View and the employee and is subject to change by the Town of Ocean View as the needs of the Town and the requirements of the job change.