

## STAFF ACCOUNTANT/ FINANCIAL ANALYST

The City of Harrisburg is accepting applications for a Staff Accountant/Financial Analyst in the Department of Budget and Finance. The Staff Accountant/Financial Analyst performs duties with an emphasis on accounts payable/cash disbursements detail transactions, plus various other supporting accounting work involving related financial analysis and budgetary functions of the City. This position maintains and updates accounts in the City-wide financial management information system as well as maintains vendor relationships, handles all check disbursements, performs filing of miscellaneous forms 1099 (Federal and State), and handles some related tax matters. The Staff Accountant/Financial Analyst must follow generally accepted accounting principles as established for governmental entities. This position also includes responsibilities for analyzing financial information, reporting on variances, and provides assistance related to documenting and monitoring adherence to City established internal controls for financial management. Work is performed under the general supervision of the Accounting Manager and/or Director of Financial Management. This is a management, FLSA-exempt position.

Applicants should possess a bachelor's degree preferred, or an associate degree in Accounting, Finance or related field from an accredited college or university. Two (2) years minimum experience in accounts payable/cash disbursements transactions, accounting and financial reporting in either governmental, non-profit or private sector accounting or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. A valid Pennsylvania Driver's License, Class C or equivalent is also required.

The annual salary range is \$50,000 to \$55,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov) (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov/careers/](http://www.harrisburgpa.gov/careers/)

**JOB TITLE****Grade: M-15**

Staff Accountant/Financial Analyst  
*Department of Budget and Finance*

**GENERAL STATEMENT OF DUTIES**

The Staff Accountant/Financial Analyst performs duties with an emphasis on accounts payable/cash disbursements detail transactions, plus various other supporting accounting work involving related financial analysis and budgetary functions of the City. This position maintains and updates accounts in the City-wide financial management information system as well as maintains vendor relationships, handles all check disbursements, performs filing of miscellaneous forms 1099 (Federal and State), and handles some related tax matters. The Staff Accountant/Financial Analyst must follow generally accepted accounting principles as established for governmental entities. This position also includes responsibilities for analyzing financial information, reporting on variances, and provides assistance related to documenting and monitoring adherence to City established internal controls for financial management. Work is performed under the general supervision of the Accounting Manager and/or Director of Financial Management. This is a management, FLSA-exempt position.

**JOB LOCATION/EQUIPMENT**

Work is performed at the Rev. Dr. Martin Luther King, Jr., City Government Center. Work involves the use of computer equipment, copying equipment, printers, and calculator. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, some evening and weekend work may be required.

**ESSENTIAL FUNCTIONS**

Work involves, but is not limited to the following: compiles and processes the City's bi-weekly check run, responds to vendor inquires on invoice payment status, and oversees the accurate management of accounts payable detail functions. Works with the Accounting Manager on some supporting aspects of annual financial audit preparation, reviewing various program grant receipts and disbursements and also loan repayments revenue applicable to the City's Department of Building and Housing Development, preparing some journal entry adjustments, handling of other received miscellaneous deposits, and preparing warrant requests for reimbursement to Treasury. Manages the payables posting process including some further verification of invoices/vouches received from various City departments/bureaus including the reconciliation of vendor statements to related invoices. Reviews vouchers, warrants, requisitions and purchase orders, daily City Treasury reports, and certain budget transactions for accuracy and developing institutional familiarity. Assists with input of applicable capital expenditures to the City's fixed assets system, including fixed assets acquired with proceeds from bond issues or long-term lease arrangements. Responsible for forms 1099 preparation and related maintenance of vendor profile records. Maintains regular, punctual, and predictable attendance. Reports to work and remains at work in a productive condition, which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors,

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**ESSENTIAL FUNCTIONS (Cont'd)**

City officials, co-workers, and the general public. Completes all assignments in an efficient, consistent and timely manner.

**NON-ESSENTIAL FUNTIONS**

Other related duties as required.

**REQUIRED KNOWLEDGE AND ABILITIES**

- Working comprehension of accounting principles/theory related to performing accounts payable, accounting, and financial reporting functions.
- Knowledge of both office procedures and management principles and operations.
- Proficiency in Microsoft Outlook, Excel, Word, Adobe, and eFinance software, including the ability to read, interpret and develop computer-generated accounting printouts and spreadsheets.
- Ability to prepare accounting analyses and translate them into layman's terms.
- Experience in the use of comprehensive, computerized accounting software packages including abilities with accounts payable input, accounting entries, understanding some purchasing concepts, fixed assets detail, and interpreting some budgeting concepts.
- Ability to complete all work in a timely manner toward deadlines expressed or assumed.
- Ability to implement departmental policies and determine the financial impact of such policies.

**QUALIFICATIONS**

Bachelor's degree preferred, or an associate degree in Accounting, Finance or related field from an accredited college or university. Two (2) years' minimum experience in accounts payable/cash disbursements transactions, accounting and financial reporting in either governmental, non-profit or private sector accounting, or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. A valid PA Driver's License, Class C, or equivalent is also required.