



GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

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Section:	Organizational Information	
Subject:	JOB DESCRIPTIONS – ACCOUNTANT	
By Order of Fire Chief Patrick J. Parker		

I. Scope

This guideline establishes select duties for the position of Accountant for Grand Traverse Metro Emergency Services Authority (GTMESSA).

II. General

The accountant is a professional who is responsible for keeping and maintaining the department’s financial records. Ideally, this person is part of GTMESSA’s Senior Staff and is involved in the department’s strategic planning process and preparing for monthly board meetings. Stressful conditions such as workloads and/or deadlines may be inherent in the position. This position may require irregular hours and may also require periodic travel.

III. Essential Functions

- A. Reconciles bank statements monthly and addresses inquiries from banks.
- B. Performs general accounting and other related duties in the accounting department.
- C. Maintains the general ledger (Fundbalance software).
- D. Prepares monthly balance sheets and revenue/expenditure reports for distribution to the board.
- E. Monitors cash levels in all bank accounts. Moves money between accounts as needed and makes periodic deposits to banks. Check signer on all accounts.
- F. Prepares invoices as needed and monitors collections.
- G. Post accounts payable to the general ledger and ensures payments are charged to the proper accounts.
- H. Processes payroll on a bi-weekly basis (iSolved software). Works closely with the Human Resource Manager, Assistant Chief of Operations, and Assistant Chief-Fire Prevention Bureau to ensure payroll is accurate.
- I. Prepares annual budget for the department. Monitors and compares actual to budgeted amounts throughout the year.
- J. Prepares and presents budget amendments at the monthly board meetings.
- K. May act as GTMESSA Board Treasurer.
- L. Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- M. As appropriate, coordinates with software vendors to maintain accounting and payroll software systems.
- N. Participates in grant applications.

- O. Performs various financial analysis and projections as directed by the GTMESA Board or Fire Chief.
- P. Participate as needed in special projects and direct projects as appropriate.

IV. Knowledge and Skills

- A. Extensive knowledge of general financial accounting.
- B. Understanding of and ability to adhere to generally accepted accounting principles.
- C. Excellent organizational skills and attention to detail.
- D. Ability to present facts and recommendations effectively in oral and written form.
- E. Proficiency in or knowledge of using a variety of computer software applications, including Excel, Word, Outlook, accounting software, and payroll software required. GTMESA currently uses Fundbalance accounting software and iSolved payroll system.
- F. Ability to establish and maintain an effective relationship with department leadership, administration staff, employees and the general public.
- G. Exercise sound independent judgement.
- H. Ability to maintain a high level of confidentiality.
- I. Strong analytical and problem-solving skills by identifying and resolving problems in a timely manner and gathers and analyzes information skillfully.
- J. Demonstrate flexible and efficient time management and ability to prioritize workload.
- K. Represent GTMESA positively and effectively in interactions with the public.

V. Education and Experience

- A. Bachelor's degree in Accounting, Finance, or related discipline from an accredited college or university required; relevant experience may supplant degree.
- B. Three to five years of accounting experience required.
- C. Previous experience with governmental accounting or public accounting may be beneficial.

VI. Special Requirements

- A. Physical demands described herein 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.
- B. While performing the duties of this job, the employee is regularly required to talk and hear. Employee is required to sit, stand, walk, reach with hands and arms, climb or balance, stop, kneel or crouch.
- C. Employee must occasionally lift and/or move up to 20 pounds.