Welcome

Do you have passion for helping residents and businesses succeed by accounting for funds used to support them? Do you love working with talented, smart, dynamic and diverse teams that center equity and anti-racism in their work? Do you want to work in an environment where new ideas are welcome and there is support to try new methods? If this is you, please consider an application as an Accountant II with the Department of Planning and Economic Development (PED).

Accountant II

The Accountant II is a member of the PED Accounting Team under the Administration and Financial Services Division and you will be responsible for accurate accounting, budgeting, and financial reporting for HUD grants. You will work with project managers and accounting staff from PED and other departments to account for approximately $11 million of HUD grant funds and related program income annually. These grant funds are used to support a wide variety of programs including those that assist residents and businesses in Saint Paul.

General Duty Statement

Performs intermediate level professional accounting work in the maintenance of accounts and preparation of financial reports and statements; and performs related duties as required.

Supervision Received

Works under the technical, general and/or administrative supervision of a unit or division manager.

Supervision Exercised

May exercise technical supervision over lower-level support, technical, or professional staff.

City of Saint Paul At-a-Glance

As the seat of government for Minnesota, Saint Paul is the state’s historical and cultural heart. Life in Saint Paul flows deep with tradition, wide with talent and diversity, and strong with economic and cultural vitality. Saint Paul is a thriving commercial center and is home to Fortune 500 company headquarters, large regional enterprises and countless small businesses and professional firms.

- Estimated population size is 344,000 as of 2020.
- Saint Paul is governed with a strong mayor-council form of government.
- Melvin Carter is the 46th, and first African-American mayor of the City of Saint Paul and was reelected for a second term in 2021.
- More than 80 languages are spoken in Saint Paul public schools.
- Saint Paul’s population is 48.8% White non-Hispanic, 19.2% Asian, 16.5% Black or African American, and 9.7% Hispanic or Latino.
**Typical Duties**

*Examples may not include all duties performed.*

1. Maintains accurate accounting for departmental funds, projects, and grants, and completes allocations and accounting transactions including journal entries.

2. Maintains budgetary control accounts; prepares budgets and budget amendments, provides budgetary reports.

3. Prepares financial projections, program income allocations, and financial reports for grants including sub-recipient reporting.

4. Completes quarterly cash report for the CDBG grant program.

5. Provides financial reports, variance analysis, and reconciliations for the year end audit.

6. Prepares year-end financial statements and periodic financial reports.


8. Reviews accounting procedures and recommends changes in procedures as needed.

**Competencies**

*Not listed in order of importance.*

1. Considerable knowledge of governmental accounting principles, theories, practices, and financial reporting.

2. Considerable knowledge of auditing standards and practices.

3. Considerable knowledge of financial elements of spreadsheets, database, and word processing software.

4. Working knowledge of laws, regulations, and administrative decisions pertaining to departmental accounting.

5. Considerable ability to use standard spreadsheet, database and mainframe computer software to analyze and forecast financial performance of funds and projects.

6. Considerable ability to use microcomputers, computer terminals, calculators and other equipment.

7. Considerable ability to apply and adapt established accounting procedures to a variety of accounting transactions, problems, and situations.

8. Considerable ability to analyze and interpret accounting records.

9. Considerable ability to communicate effectively, both orally and in writing.
Requirements

Bachelor’s degree in accounting, business administration, public administration or a related field including 24 quarter credits or equivalent semester credits in accounting courses (no substitution for education).

AND

Two years of experience as an Accountant I or equivalent experience in maintaining accounts, analyzing financial data and preparing financial reports, preferably in a governmental accounting environment.

Supplemental Information

Professional Employees Association (PEA) - Employee Group 06, Grade 011.

Salary Range

- $28.34 - $39.93 Hourly
- $58,947.20 - $83,054.40 Annually

City Paid Benefits

- Health Insurance
- Vacation/Holidays
- Sick Leave
- Life Insurance
- Subsidized Metro Bus Pass
- Deferred Compensation
- Retirement Program

Optional Benefits

- Dental
- Flexible Spending Accounts
- Disability Insurance
- Accidental Death and Dismemberment Insurance
- Long Term Care Insurance

The Process

Complete an application and submit your resume and transcript online at stpaul.gov/jobs. Additional information about the City of Saint Paul can be found at www.stpaul.gov.