

City of Franklin Job Description

Job Title AP Accountant
Department: Finance
Reports to: Director of Finance & Treasurer
Appointing Authority: Director of Finance & Treasurer
Salary Grade: 4
FLSA Status: Non-Exempt
Prepared by: Danielle Brown
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SUMMARY

Administers and oversees accounts payable and purchase order systems to ensure timely and accurate vendor payments and proper financial reporting. Supports financial statement preparation, reconciliations, and audit processes, and ensures compliance with municipal accounting standards and internal controls. Performs accounting functions and special projects as assigned by the Director of Finance & Treasurer and the Accounting Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process accounts payable, including maintaining accounting records, recording entries, and ensuring expenditures are charged to appropriate accounts.
- Audit invoices against purchase orders and payment requests; verify encumbrances; research discrepancies; prepare payment requests; and prepare warrant lists for City Council approval.
- File required federal and state forms related to accounts payable.
- Review capital outlay expenditures to support capital asset reporting and depreciation schedules.
- Record monthly third-party ambulance billings and collections.
- Prepare monthly and quarterly financial reports, including balance sheets, income statements, and budget-to-actual analyses for assigned funds.
- Process debt repayment transactions.
- Reconcile general ledger accounts to subsidiary ledgers and prepare adjusting entries as needed.
- Assist departments with accounts payable, budget reporting, and general ledger inquiries.
- Prepare audit schedules and supporting documentation for the annual external audit.
- Collaborate with departments to review outstanding encumbrances, process purchase order amendments, and ensure proper year-end accruals.
- Process payroll in the absence of the Account Clerk, including adjustments and special payrolls.
- Recommend improvements to fiscal policies, internal controls, and procedures.
- Provide guidance and training to assigned personnel.
- Perform other duties as assigned.

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MINIMUM QUALIFICATIONS

Education and Experience

Graduation from an accredited college or university with an associate's degree in accounting (bachelor's degree preferred), three (3) to five (5) years of municipal accounting or finance experience, and at least two (2) years of general accounting experience; or any equivalent combination of education and experience.

Essential Knowledge, Skills, and Abilities

- Knowledge of municipal accounting principles, regulations, and procedures.
- Ability to analyze and interpret financial documents and reports.
- Ability to develop and implement effective fiscal controls and procedures.
- Ability to maintain effective working relationships with staff, department heads, and the public.
- Ability to apply mathematical concepts, including percentages, ratios, and basic algebra.
- Strong verbal and written communication skills.
- Ability to exercise independent judgment.
- Working knowledge of financial systems and standard office software.

SUPERVISION RECEIVED

Works under the general direction of the Director of Finance & Treasurer, with day-to-day coordination from the Accounting Supervisor.

SUPERVISION EXERCISED

This is not a supervisory position but may provide guidance to Account Clerks.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requires courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

Certification as a Certified Public Accountant or Certified Public Finance Officer is not required but desirable.

TOOLS AND EQUIPMENT USED

Proficient in the use of computers and software applications, including financial and payroll systems, spreadsheets, databases, and word processing software. Familiarity with standard office equipment such as copiers, calculators, and telephones.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of their jobs.

While performing the duties of this job, the employee is frequently required to sit, talk, and listen. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of their jobs. The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and job requirements change.