



**ACCOUNTANT II**  
**FINANCE DEPARTMENT**  
**\$3,616 – \$4,614 per Month**  
**Depending Upon Qualifications**

***Introduction***

The City of McMinnville, Oregon is seeking to fill a current vacancy for **Accountant II in the Finance Department**. The employee in this classification is responsible for coordinating the City's property and liability insurance; managing the Miscellaneous Billing system, liens, and collections accounts; maintaining the City's capital asset schedules, and is responsible for assisting in the preparation of the City's Comprehensive Annual Financial Report, performing designated tasks related to the annual budget process, performing General Ledger and cash management duties as needed, and other duties as assigned by the Finance Director.



***McMinnville — The City  
and the Community***

The City of McMinnville and the community have many advantages to offer. The City, as an organization, is a full service city, which provides a broad range of public services in building permits and inspections, engineering, emergency medical response, fire suppression, legal counsel, library programs, municipal court, parks and recreation (Aquatic Center, Community Center, Kids on the Block Program, Senior Center, Youth and Adult Sports), community planning, police, public works, and water reclamation. The City of McMinnville has a supportive Mayor and City Council who work well with the City Manager and members of the City's management team. It is the City's mission to maintain a safe, livable environment within the community through open governance and the efficient delivery of public services.

McMinnville's historic Third Street was recently honored by the American Planning Association as one of its prestigious *Great Streets in America*. This recognition celebrates places of exemplary character, quality, and planning. The historic downtown was also recently recognized by

Parade Magazine as the best downtown west of the Mississippi River.

McMinnville has a growing population of 32,760 and is a quiet, easy-going city situated in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. The Pacific Ocean beaches are 50 miles to the west, Portland is 36 miles to the northeast, and the state Capitol, Salem, is 25 miles to the southeast. McMinnville is home to Linfield College, listed in *U.S. News and World Report* as one of the nation's top regional colleges; and Chemeketa Community College, McMinnville Campus. In addition, McMinnville has a healthy, diverse economy and a vibrant historic downtown. Within this downtown is located the Gallery Theatre, which offers plays and musicals throughout the year, and is regionally recognized for its high quality performances and performing arts classes.

### *Responsibilities of the Position*

*Essential duties and responsibilities for Accountant II include, but are not limited to:*

- Coordinates the City's property and liability insurance coverage including annual insurance renewals; administers accident and damage claim reporting; communicates with citizens, City management and employees, the City's insurance carrier, and local agent as necessary; coordinates the procurement process for City vehicle, equipment, and property repairs; maintains current property and liability policy binders; and, maintains property and equipment records for insurance purposes. This position also coordinates with the local insurance agency for preparation of vehicle proof of insurance documents and serves as the City's liaison with the insurance carrier and local agent for resolution

of property and liability insurance claims.

- Accounts Receivable Miscellaneous Billing – the individual in this position coordinates and completes all facets of the City's Miscellaneous Billing process, including maintaining accurate lien schedules and updating the Net Assets on-line lien system. This individual communicates with departments and outside agencies and citizens regarding various accounts receivable issues. This position is responsible for monthly and annual accounts receivable billing, including producing invoices and customer statements; notifying customers of annual CPI adjustments; and managing customer accounts. Maintaining restitution documentation and performing accounts receivable collections balancing, and testing the Miscellaneous Billing system during upgrades and conversions of the Logos financial system are also responsibilities of this position.
- The Accountant II maintains capital asset schedules in the City's financial system, including adding, deleting, and transferring assets; analyzing transactions for reclassification; and working with departments to update capital asset schedules. This position is also responsible for annual asset verification procedures, which include determining the appropriate level of verification and observing those assets in the Department. These duties require working closely with operating department management and staff and the IT Department staff. The person in this position is responsible for testing the asset management module during upgrade and conversions of the Logos financial system.
- Assists with the preparation of the Comprehensive Annual Financial

Report (CAFR) in accordance with generally accepted accounting principles. This includes creating and updating workpapers; preparing and posting reclassifying journal entries; preparing schedules for reconciling Budget, Modified Accrual, and Full Accrual statements; and accumulating information for and preparing the CAFR statistical section. This position assists with drafting the CAFR, ensuring timely printing and distribution of the CAFR to external and internal parties, and providing supporting documentation to external auditors. This position is responsible for website presentation and annual update of CAFR information and is responsible for testing the government reporting module during upgrades and conversions of the Logos financial system.

- The Accountant II will complete annual budget process tasks as assigned by the Finance Director. These duties may include preparation of the property and liability premium allocation worksheet; analyzing and balancing Insurance Services Fund expenses; validating reports, preparing cost centers and internal budgets, and preparing subfund accounting spreadsheets.
- During budget season, or as needed, the Accountant II completes General Ledger (GL) closing and related tasks. These duties include preparing and entering Journal Entries into the financial system, preparing GL closing workpapers, recording accruals, and preparing subfund accounting spreadsheets. This position may also be responsible for posting daily journal entries, preparing the Cash and Investment Report for City Council, and completing general operating, payroll, and Local Government

Investment Pool account reconciliations.



## *Qualifications for the Position*

### ***Knowledge of:***

- Generally accepted accounting principles with specialized knowledge of governmental accounting;
- Oregon Budget Law and compliance requirements;
- Laws and regulations, and policies and procedures pertinent to municipal finance;
- Accounting for capital assets;
- IRS filing requirements for non-employee compensation;
- Website content management;
- Finance Department specialized computer programs; and ;
- Property and liability claims insurance procedures.

### ***Skill in:***

- Skills in general ledger accounting;
- Communicating effectively with senior managers, employees, vendors, and members of the public;
- Analyzing complex problems and recommending alternative solutions;
- Analyzing, organizing, and interpreting data from various sources and reaching logical conclusions;

- Analyzing and interpreting financial data; and
- Principles and practices of project management.

**Ability to:**

- Develop knowledge of property and liability insurance policies, documents, and issues;
- Accurately work with large amounts of detailed information;
- Work as a collaborative team member; and
- Establish and maintain effective working relationships with others from diverse backgrounds.

## ***Education and Experience***

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job will be qualifying. A typical way to qualify would include an Associate's Degree or equivalent college-level coursework specializing in accounting with two years increasingly responsible experience in accounting.

## ***Physical and Mental Demands***

The work involves continual decision-making, interpersonal skills, teamwork, fluency in English, problem analysis, negotiation, use of discretion, organizing ability, basic math, accuracy and attention to detail, and a high degree of organization. The work also involves close attention to quality customer service.

While performing this work, incumbents use repetitive motion, perform extensive close work and computer work, push up to 25 lbs., lift up to 25 lbs., pull up to 25 lbs., and carry up to 25 lbs. Manual dexterity is required for calculating data. Qualified individuals with a disability and known limitations will be

reasonably accommodated to perform the essential job duties of this classification.

## ***Tentative Recruitment and Selection Schedule***

April 1, – April 22, 2016 - City employment applications, resumes, and cover letters received.

April 25, - 29, 2016 - Screening of applications and scheduling interviews.

May 4, and 5, 2016 - Conduct interviews.

May 9, – 12, 2016 - Complete reference checks and background investigations.

May 16, 2016 – Employment offer made.

May 31, 2016 – Tentative start date.

The application package – City of McMinnville application, resume, and cover letter - must be received no later than 5:00 p.m. on Friday, April 22, 2016, at the City of McMinnville, attention Rose Lorenzen, Human Resources Analyst, 230 NE Second Street, McMinnville, Oregon 97128.

You can obtain the City's employment application and the recruitment announcement from our website – [www.ci.mcminnville.or.us](http://www.ci.mcminnville.or.us) or, you may call Ms. Lorenzen at (503) 434-7405 or e-mail her at [lorenzer@ci.mcminnville.or.us](mailto:lorenzer@ci.mcminnville.or.us) to request a City application packet.

***The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment and selection process should request assistance by calling the number listed above or by e-mailing [lorenzer@ci.mcminnville.or.us](mailto:lorenzer@ci.mcminnville.or.us)***