

ACCOUNTANT II

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Class Code – E222

GENERAL DESCRIPTION OF THE DUTIES

The Accountant II coordinates the City's property and liability insurance; manages the Miscellaneous Billing system, liens, and collection accounts; maintains the City's capital asset schedules and is responsible for performing asset verification. The employee holding this position also assists in the preparation of the City's Comprehensive Annual Financial Report; performs designated tasks related to the annual budget process; performs General Ledger and cash management duties, as needed; and other duties as assigned by the Finance Director.

SUPERVISION RECEIVED

Receives general supervision from the Finance Director. This classification has assigned duties that require the exercise of judgment or choice among possible actions, sometimes without clear precedents, and often with concern for the consequences of the action.

SUPERVISION EXERCISED

Employees in this classification do not supervise employees, although employees may give technical direction to other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Property and Liability Insurance – Coordinates the City's property and liability (P&L) insurance coverage including annual insurance renewal; administers accident and damage claim reporting; communicates with citizens, City management and employees, City County Insurance Services, and Hagan Hamilton, as necessary; coordinates the procurement process for City vehicle, equipment, and property repairs; maintains current P&L policy binders; and maintains property and equipment records for insurance purposes. This position also coordinates with Hagan Hamilton for preparation of vehicle proof of insurance documents and serves as the City's liaison with Hagan Hamilton and City County Insurance Services for resolution of property and liability insurance claims.
2. Miscellaneous Billing – 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. Miscellaneous Billing receivables include Downtown Economic Improvement District (DEID) assessments, airport leases, Wastewater Services Billings, defective private sewer lateral billings, McMinnville School District billings, and others. Communicates with departments and outside agencies and citizens regarding various accounts receivable issues. Responsible for monthly and annual accounts receivable billing, including producing invoices and customer statements; notifying customers of annual CPI adjustments; and managing customer accounts. Maintains restitution documentation and performs accounts receivable collections balancing. Responsible for testing the Miscellaneous Billing system during upgrades and conversions of the Logos financial system.

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3. Capital Assets – Maintains capital asset schedules in the City’s financial system. Management of capital asset schedules includes 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 IS Department staff. Responsible for testing asset management module during upgrades and conversions of the Logos financial system.
4. Comprehensive Annual Financial Report (CAFR) – Assists with preparation of the annual 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 also 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. Responsible for website presentation and annual update of CAFR information. Responsible for testing the government reporting module during upgrades and conversions of the Logos financial system.
5. Annual Budget – Completion of 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.
6. General Ledger – During budget season, or as needed, 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 (LGIP) account reconciliations.
7. Cash Management – During budget season, or as needed, performs cash management tasks. These duties include managing cash control of the City’s general operating account by recording deposits, transfers and withdrawals, and transferring money between the general operating and LGIP accounts, as needed. This position may also be responsible for printing and distributing bank and LGIP statements and completing daily check clearing procedures.
8. Other Duties as Assigned – Includes serving as back up for accounts payable; coordinating IRS information returns, including 1099-MISC and W-2G Forms; processing monthly Municipal Court check run; and others.

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OTHER JOB FUNCTIONS

1. Follows all safety rules and procedures established for work areas.
2. Performs work in accordance with federal and state employment laws and City policies and procedures.
3. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
4. Maintains work areas in a clean and orderly manner.
5. Cross-trains on accounts payable, cash management and general ledger duties, and serves as backup, as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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

Skill in

- Skill in general ledger accounting;
- Skill in governmental fund accounting;
- Skill in research and calculation of data;
- Skill in preparing and maintaining accurate reports;
- Skill in using automated office equipment and computer software applications;
- Skill in communicating effectively with senior managers, employees, vendors and members of the public;
- Skill in analyzing complex problems and recommending alternative solutions;
- Skill in analyzing, organizing, and interpreting data from various sources and drawing logical conclusions; and
- Skill in principles and practices of project management.

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Ability to:

- Ability to develop knowledge of property and liability insurance policies, documents, and issues;
- Ability to accurately work with large amounts of detailed information;
- Ability to work as a collaborative team member; and
- Ability to establish and maintain effective working relationships with others from diverse backgrounds.

EDUCATION AND EXPERIENCE

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

WORKING CONDITIONS

Work is performed primarily in a typical office environment.

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 details, 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 lb., lift up to 25 lb., pull up to 25 lb., and carry up to 25 lb. 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.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 08/11

Revised: 04/16