

# **ACCOUNTANT I**

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Class Code – E223

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## **GENERAL DESCRIPTION OF THE DUTIES**

This classification coordinates and completes all facets of the City's accounts payable system and shares responsibility for cash receipting of revenue collections, including transient lodging tax collections; processes unclaimed property; completes escrow accounting; and assists with other miscellaneous general ledger and budget support duties.

## **SUPERVISION RECEIVED**

Receives immediate supervision from the Finance Director although technical accounting advice is received from the Senior Accountant.

## **SUPERVISION EXERCISED**

Supervision is not a normal responsibility of this classification, although employee may give technical direction to support personnel.

## **DISTINGUISHING FEATURES**

The work of an Accountant I is recurring with occasional variations from the norm; involves a moderate degree of responsibility, complexity, and decision making; operates from established and well-known procedures; meets deadlines with a high degree of effectiveness and accuracy; routinely interacts with other City departments and management; work performed is verified or checked by the supervisor or verified by the employee through established internal crosschecking procedures.

## **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. Coordinates and completes all facets of the City's accounts payable (A/P) system, including but not limited to the following: receives and routes invoices to departments for purchase order verification; enters invoices for payment using purchase order information; routes weekly invoice batches to approvers, following up on change requests and ensuring batches are approved for check run; prints, processes, validates, and distributes accounts payable checks. Reconciles invoices and vendor statements (including credit card statements) and troubleshoots problems with vendors and department personnel. Maintains, reviews and updates vendor lists; maintains and reconciles City credit card accounts, processes new card requests, manages credit card and credit account lists and online logins. Prepares A/P journal entries, as needed, and balances A/P general ledger accounts monthly. Provides assistance to users of the Logos procurement and A/P modules. This may include training new users, answering questions, solving problems, and frequently communicating with users regarding A/P schedules, changes to Logos procedures, etc.

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2. Coordinates fiscal year end closing process related to procurement and accounts payable. Posts purchase orders (POs) for all departments from May through August. Reviews purchase orders and invoices for fiscal year cut-off, ensuring transactions are posted in the correct fiscal year. Provides reports for departments to use in preparing yearly blanket POs and prepares yearly blanket POs for the Finance and Administration Departments, as well as POs for City-wide utilities. Provides information to departments to assist in soft closing or rolling over POs to the new fiscal year.
3. Tests and assists in implementing upgrades to the City's Logos procurement and A/P modules. Reports issues and works with software vendor to troubleshoot and resolve problems and open cases. Participates on ERP team and in Logos strategic planning discussions.
4. Assists Finance Director with administration of Transient Lodging Taxes, including but not limited to the following: maintains provider information; processes quarterly Tax Returns and payments and verifies accuracy; maintains statistical information for management's use; communicates with other Finance Department employees and Planning Department staff, as needed; prepares Certificates of Authority; and scans, organizes and maintains Registrations, Tax Returns, correspondence, etc.
5. Completes general ledger support work, including but not limited to the following: prepares daily deposits; reconciles payroll bank account; completes monthly escrow accounting, reconciles bank account, and distributes employee responsibility spreadsheet; balances Prepaid and Retainage Payable general ledger accounts monthly; and other duties, as needed.
6. Receipts in payments received in Finance Department including OLCC licensing fees, miscellaneous billing payments for city property rentals, Downtown Economic Improvement District assessments, etc.
7. Maintains accounting records for Mayor's Charity Ball, including but not limited to the following: sets up annual budget in QuickBooks; enters receipts and expenditures; creates financial statements; and communicates with the Mayor's Charity Ball Executive Director, as needed. Processes ticket sales payments, as needed.
8. Performs other duties as assigned, including but not limited to the following: coordinates all aspects of the unclaimed property process; completes ODOT survey; prepares Fuel tax emblem annual registration and annual use Fuel User Tax Reports. Assists Payroll Accountant by stuffing paychecks, following up on uncashed paychecks, and processing volunteer timesheets for workers compensation calculations.

## **OTHER JOB FUNCTIONS**

1. Follows all safety rules and procedures established for work areas

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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. Assists other Department staff with support duties as workload and staffing levels dictate.

## KNOWLEDGE SKILLS AND ABILITIES

### Knowledge of:

- Knowledge of governmental accounting and auditing principles, practices, and procedures;
- Knowledge of basic data processing systems including familiarity with various software packages;
- Knowledge of financial analysis techniques;
- Knowledge of modern office practices, procedures, and equipment operations; and
- Knowledge of standard business English.

### Skill in:

- Skill in using computer systems to perform accounting duties;
- Skill in communicating effectively with diverse individuals;
- Skill in performing detailed functions accurately and rapidly;
- Skill in organizing and scheduling work;
- Skill in applying accounting principles to prepare accurate and timely financial records processing, reports, and detailed account reconciliations;
- Skill in analyzing and interpreting financial data;
- Skill in compiling and tabulating statistical data;
- Skill in preparing reports; and
- Skill in establishing and maintaining effective working relationships with employees, vendors, and the public.

### Ability to:

- Ability to coordinate assigned program or function with other City staff;
- Ability to learn governmental fund accounting;
- Ability to apply a variety of federal and state regulations;
- Ability to accurately work with large amounts of detailed information;

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- 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 provides the applicant with the knowledge, skills, and abilities required to perform the job will be qualifying. A typical way to qualify would be a minimum of two years increasingly responsible experience related to the duties and responsibilities of Accountant I and specialized training in both accounting and related computer applications.

## DESIRABLE EXPERIENCE AND TRAINING

An Associates Degree in Accounting is desirable.

## PHYSICAL AND MENTAL DEMANDS

The work of an Accountant I involves communicating with others, repetitive motion of hands/wrists, and pushing or pulling 10-20 lbs. Otherwise qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential job duties of this classification.

## WORKING CONDITIONS

Work is primarily performed in an office environment and involves a close workspace, extensive close work, and computer work.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 10/94

Revised: 05/99

Revised: 02/00

Revised: 06/01

Revised: 11/01

Revised: 10/03

Revised: 09/14