

SENIOR ACCOUNTANT

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Class Code – L221

GENERAL DESCRIPTION OF THE DUTIES

The Senior Accountant serves as lead assistant to the Finance Director. The Senior Accountant coordinates the City's general ledger processes, budget process, grant accounting, the Finance Department's computer systems, the Mayor's Ball accounting systems; manages the City's cash control system, prepares the fiscal forecast, and completes other special projects as assigned by the Finance Director.

SUPERVISION RECEIVED

The Senior Accountant 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

This classification acts as lead worker and provides technical supervision by prescribing procedures and methods over assigned areas of work. In the absence of the Finance Director, this position is generally left in charge.

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. General Ledger - Coordinates the general ledger accounting which includes the following general tasks: completes the monthly general ledger closing, prepares bank reconciliations, prepares and inputs journal entries, prepares and maintains account balancing schedules and reconciliations, analyzes and reconciles asset and liability accounts, completes sub-fund accounting, and distributes financial reports as requested. Is responsible for general ledger account maintenance including adding or changing the status of general ledger accounts. Works with Municipal Court staff in completing the monthly balancing process.
2. Budget - Coordinates the preparation of the annual budget document. Serves as a resource throughout the budget process for departments. Prepares the budget calendar and organizes budget kick off and department meetings. Also prepares charts, graphs, and other supplemental information for the Budget Document. Prepares the long-term fiscal forecast. Acts as the administrator of the Logos Annual Budget module.
3. Computers - Coordinates the Finance Department's computer systems and printers. Serves as liaison with the City's IS Department. Contributes to the development and direction of the Logos software. Serves as lead for Logos General Ledger, Budget, and Revenue Collections modules.

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4. Cash Management - Coordinates City cash management practices including managing the cash control of the general operating account by recording deposits, transfers, and withdrawals and by transferring money from the local government pool account as needed to cover checking account cash demands. Serves as liaison with Key Bank public sector banking group, and serves as liaison with operating departments as their banking needs evolve. Coordinates city credit card machines and merchant accounts.
5. Mayor's Charity Ball - Coordinates Finance Department support of the annual Mayor's Charity Ball. Support includes coordinating and overseeing volunteers that assist with data entry and check-out the night of the event. Provides cash management services that safeguards collections, and maintains revenue tracking. Also provides support with other accounting services including accounts receivable, receipting, disbursements and financial reporting.
6. Workers' Compensation - Prepares quarterly workers' compensation reconciliations, annual audit, and annual renewal.
7. Completes special projects and assists the Finance Director with Transient Lodging tax processes, Urban Renewal accounting, Finance Department procedure development, internal cash handling review, etc.
8. Provides accounting technical leadership for Accounts Payable, Accounts Receivable, Payroll, and operating departments as requested.
9. Provides backup for Payroll and Revenue Collections. Also provides backup for Finance Director, including performing reviews and approvals in Logos.
10. Assists with hiring and coordinating schedule for Extra Help personnel in Finance Department.

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.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of principles and practices of accounting with specialized knowledge of governmental accounting;
- Knowledge of principles and practices of supervision;
- Knowledge of Oregon Budget Law and compliance requirements for budget development;
- Knowledge of laws and regulations, policies and procedures pertinent to municipal finance;
- Knowledge of Finance Department specialized computer programs.

Skill in

- Skill in planning and scheduling the work of others;
- 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 elected officials, senior managers, employees, vendors and members of the public;
- Skill in resolving complex problems and recommending alternative solutions;
- Skill in analyzing, organizing, and interpreting data from various sources and drawing logical conclusions;
- Skill in applying and adapting financial management principles and practices to a variety of City budget related applications;
- Skill in interpreting and applying budget-related laws, ordinances, rules, regulations, policies, and procedures;
- Skill in principles and practices of project management; and
- Skill in leading through collaborative team building, coaching, and modeling this leadership style for others;

Ability to:

- 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.

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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 an office environment with confined workspace.

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. The work of a Senior Accountant involves repetitive motion of hands/wrists, and pushing, pulling, or lifting up to 20 lbs. 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: 10/94
Revised: 12/98
Revised: 06/01
Revised: 11/01
Revised: 10/03
Revised: 03/14