



**ACCOUNTANT I**  
**FINANCE DEPARTMENT**  
**\$3,536 – \$4,516 per Month**  
**Depending Upon Qualifications**

***Introduction***

The City of McMinnville, Oregon is seeking to fill a current vacancy for Accountant I in the Finance Department. The employee in this classification is responsible for coordinating and completing all facets of the City's accounts payable system; sharing responsibility for cash receipting of revenue collections including transient lodging tax collections; processing unclaimed property, completing escrow accounting, and assisting with other miscellaneous general ledger and budget support duties.



***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 including 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 33,080 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 I include, but are not limited to:*

- Coordinating and completing all facets of the City's accounts payable (A/P) system, including but not limited to the following: receiving and routing invoices to departments for purchase order verification; entering invoices for payment using purchase order information; routing weekly invoice batches to approvers, following up on change requests and ensuring batches are approved for check run; printing, processing, validating, and distributing accounts payable checks. Reconciling invoices and vendor statements (including credit card statements) and troubleshooting problems with vendors and department personnel. Maintaining, reviewing, and updating vendor lists; maintaining and reconciling City credit card accounts, processing new card

requests, managing credit card and credit account lists and online logins. Preparing A/P journal entries, as needed and balancing A/P general ledger accounts monthly. Providing 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.

- Assisting in implementing upgrades to the City's Logos procurement and A/P modules. Reporting issues and working with software vendor to troubleshoot and resolve problems and open cases. Participating on the enterprise resource planning (ERP) team and in Logos strategic planning discussions.
- The Accountant I assists the Finance Director with administration of Transient Lodging Taxes, including but not limited to the following: maintains provider information; processes quarterly tax returns and payments, verifies accuracy; receipts in and tracks payments and sends out past due notices; maintains statistical information for management's use; communicates with other Finance Department and Planning Department employees, as needed; prepares Certificates of Authority; and scans, organizes, and maintains registrations, tax returns, correspondence, etc.
- The Accountant I completes general ledger support work, including but not limited to the following: preparation of daily deposits; reconciliation of payroll bank account; completion of monthly escrow accounting; reconciliation of bank account; balancing General Ledger accounts monthly; and other duties, as needed.
- The Accountant I will perform other duties as assigned, including but not

limited to the following: coordinating all aspects of the unclaimed property process; completion of the Oregon Department of transportation survey; preparation of fuel tax emblem annual registration and annual use fuel user tax reports.



## *Qualifications for the Position*

### **Knowledge of:**

- Governmental accounting and auditing principles, practices, and procedures;
- Basic data processing systems including familiarity with various software packages;
- Financial analysis techniques;
- Modern office practices, procedures, and equipment operations; and
- Standard business English.

### **Skill in:**

- Using computer systems to perform accounting duties;
- Communicating effectively with diverse individuals;
- Performing detailed functions accurately and rapidly;
- Organizing and scheduling work;
- Applying accounting principles to prepare accurate and timely financial

records processing, reports, and detailed account reconciliations;

- Analyzing and interpreting financial data;
- Compiling and tabulating statistical data;
- Preparing reports; and
- Establishing and maintaining effective working relationships with employees, vendors, and the public.

### **Ability to:**

- Coordinate assigned program or function with other City staff;
- Learn governmental fund accounting;
- Apply a variety of federal and state regulations;
- 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 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 allocations. An Associate's Degree in Accounting is desirable.

## *Physical and Mental Demands*

The work 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. .

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

September 9 – 28, 2016 - City employment applications, resumes, and cover letters received.

September 29 – 30, 2016 - Screening of applications and scheduling interviews.

October 12 – 14, 2016 - Conduct interviews.

October 17 - 29, 2016 - Complete reference checks and background investigations including credit check.

October 29, 2016 – Employment offer made.

November 9, 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, September 28, 2016, at the City of McMinnville, attention Rose Lorenzen, Human Resources Director, 230 NE Second Street, McMinnville, Oregon 97128.

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



**APPLICATION MATERIALS (City of McMinnville Employment Application, Cover Letter, and Resume) WILL BE**

**ACCEPTED UNTIL**

**5:00 P.M., WEDNESDAY,  
SEPTEMBER 28, 2016**

**SUBMISSIONS MAY BE MADE VIA  
HARD COPY AND ADDRESSED TO:**

**CITY OF McMINNVILLE  
HUMAN RESOURCES  
230 NE SECOND STREET  
McMINNVILLE OR 97128**

**Or**

**VIA E-MAIL TO:**

**[hr@mcminnvilleoregon.gov](mailto:hr@mcminnvilleoregon.gov)**

**NOTE: APPLICANT ACCEPTS ALL  
RESPONSIBILITY TO CONFIRM WITH  
HUMAN RESOURCES THAT AN  
ELECTRONIC APPLICATION HAS  
BEEN RECEIVED VIA E-MAIL.  
CONFIRMATION CAN OCCUR  
EITHER VIA PHONE AT (503) 434-  
7405 OR VIA E-MAIL TO  
[HR@MCMINNVILLEOREGON.GOV](mailto:HR@MCMINNVILLEOREGON.GOV)**

*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-mail [Rose.Lorenzen@mcminnvilleoregon.gov](mailto:Rose.Lorenzen@mcminnvilleoregon.gov)*