

## City of Newberg Position Description

<b>Class Title:</b>	Senior Accountant	<b>Range:</b>	164
<b>Department:</b>	Finance	<b>FLSA Status:</b>	Non-Exempt
<b>Division:</b>	N/A	<b>Date:</b>	June, 2016

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### **GENERAL PURPOSE**

Performs complex, professional accounting and technical support duties supporting the City's strategic and financial goals. Duties include preparing and analyzing financial statements; audit, budget, and financial planning support work; performance monitoring; ensuring internal control of assigned functions; and special research projects as assigned. May review work prepared by other Finance department staff.

This classification is distinguished from the Financial Analyst position and Accounting Clerk positions by working independently with little supervision and performing complex accounting and audit duties.

### **SUPERVISION RECEIVED**

This position reports to the Assistant Finance Director.

### **SUPERVISION EXERCISED**

This position may lead/oversee the work of others, but will not exercise direct supervision over other positions. In the rare absence of the Finance Director and Assistant Finance Director, this position may assume lead responsibility.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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, and distributes financial reports as requested. Is responsible for general ledger account maintenance and review including adding or changing the status of general ledger accounts. Works with Municipal Court staff in completing the monthly balancing process.

Audit – Assists in the production of audit work papers within the framework of current auditing and governmental accounting standards. Assists with the preparation of financial reports and the annual financial statements, including creating spreadsheets, drafting narratives, and notes. Serves as internal auditor, reviewing databases and accounting records for anomalies, discrepancies, and variances, making recommendations for correction and process improvement. Reviews and maintains the internal control document. Interprets, explains, and applies general and governmental accounting/auditing principles, procedures, laws, and regulations affecting the financial operations of municipal government.

Budget – Assists in the preparation of the annual budget document. Serves as a resource throughout the budget process for departments. Prepares charts, graphs, and other supplemental information for the Budget Document. Assist with the preparation and updating of the long-term fiscal forecast.

Completes special projects such as rate reviews, fee reviews, revenue and expense review, Finance Department procedure development, internal cash handling review, etc.

Accounts for grants and funding contracts awarded to the City. Grants are generally initiated by other City departments. This position will assist in compliance from the beginning of the grant application to grant closeout. Monitors for contract compliance.

Tracks City's capital assets, including preparation of capital asset reports.

Provides accounting technical leadership for Accounts Payable, Accounts Receivable, Payroll, and operating departments as requested.

Provides backup for other accounting functions for short periods.

### **PERIPHERAL DUTIES**

Performs work in accordance with federal and state employment laws, and City policies and procedures.

Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

Follows all safety rules and procedures established for work areas.

Maintains work areas in a clean and orderly manner.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of modern principles, practices and methods of public and governmental accounting, including budget tracking and auditing and their application to municipal operations.
- Knowledge of generally accepted accounting principles and generally accepted auditing standards.
- Knowledge of applicable federal, state and local laws, codes and regulations.
- Knowledge of record keeping principles and procedures.
- Skilled in managing multiple priorities and initiating, planning and organizing complex projects.

- Advanced skills in utilizing complex enterprise resource systems and Excel software.
- Effective communication skills, both verbally and in writing, to a diverse audience.
- Skill in using listed equipment.
- Ability to perform financial projections, validate assumptions and support findings.
- Ability to conduct complex financial research.
- Ability to resolve accounting issues and discrepancies.
- Ability to interpret, design, implement and maintain complex financial models based on fund, departments, and/or program information.
- Ability to maintain complex specialized records and prepare narrative and related reports.
- Ability to prioritize and plan work activities.
- Ability to establish and maintain effective working relationships with employees, officials and the general public.

## **QUALIFICATIONS**

### Education and Experience

Requires a Bachelor's degree in accounting or in business administration (as an accounting major) and three (3) years of accounting experience.

Preference will be given to candidates with governmental accounting experience. CPA strongly preferred but not required.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be considered.

### **TOOLS AND EQUIPMENT USED**

Personal computer including financial and/or accounting software, database, spreadsheet and word processing; email; Internet; Intranet; network-connected copy machine with scanning, faxing, and printing features; various communication devices.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of a qualified individual who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet. An employee in this classification may encounter upset or disgruntled persons.

*The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*