



Accountant

Department: Finance	FLSA: Hourly Non-Exempt
Reports to: City Administrator	Pay Range: \$24.67 – \$31.87
Final Approval: Adam Hanks, City Administrator	Date: 8/25/2025

Essential competencies of this job are described below. They may be subject to change at any time. 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. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create undue hardship for the employer, remove an essential job function, and/or create a direct safety threat to the individual, or others.

GENERAL POSITION SUMMARY

The Accounting Technician position is the primary Administration Department staff position responsible for conducting and managing the operational aspects of the Finance functions of the City. The range of tasks includes basic accounts payable processing, payroll processing and associated monthly and quarterly reporting, monthly reconciliation of multiple bank accounts, sub-ledgers to the General Ledger and associated financial ERP database management and oversight. The position is also responsible for the preparation of monthly financial reports for both management and Council utilization, and is also the City's primary coordinator and facilitator for the annual audit process.

ESSENTIAL FUNCTIONS

This position performs a wide range of basic and technical accounting tasks and is expected to function with a high level of independence once familiar with the City's systems and processes. General direction, oversight and support are provided by the Administrative management staff. Primary tasks include, but are not limited to, the following:

1. Process, manage and maintain citywide Accounts Payable, including vendor database management and department-level intake and approval process
2. Provide procedural oversight and process guidance for citywide accounts receivable processing conducted by Utility Billing, Municipal Court and Police Department.
3. Process, manage and maintain citywide payroll and complete all associated monthly, quarterly and annual reporting.

4. Participate as a member of the Administrative HR team with primary focus and responsibility for maintaining all financial aspects of the City's employee benefit package.
5. With consultation and collaboration from staff members, manage financial aspects of the Special Assessments, Local Improvement Districts, Systems Development Charges, Grants, and Debt Service across all City Departments.
6. Complete and reconcile monthly financials, including completion of bank reconciliations, sub-ledger reconciliations, preparation of necessary journal entries, and preparation, review and analysis of standard monthly financial reports for all funds and programs.
7. Function as the primary staff for the annual audit, including production, coordination and submittal of audit work papers and other required financial and administrative documents as requested by the City's third-party Auditors. Respond to Auditor inquiries in coordination with the City Administrator.
8. Assist in the preparation of the annual budget document and associated Capital Improvement Plan (CIP). Serves as support and resource throughout the budget process for the Budget Officer and all departments as directed.
9. With regulatory guidance and direction from the City Recorder, maintain all Financial records in compliance with local and state retention requirements

EXPECTATIONS

- Be an effective communicator across all City departments and in interactions with other local, regional, state, and federal government and private sector partners.
- Ability to work independently, organize work tasks and schedules effectively, and utilize sound judgement when assistance or support from other staff members is required.
- Solid understanding of basic financial balancing processes and techniques.
- Complete assigned tasks within the timelines provided. Seek out additional tasks as time/schedule permits.
- Develop and maintain an effective and efficient system of reporting/tracking daily, weekly, monthly, quarterly, and annual task schedules and accomplishments with the assigned supervisor.
- Maintain workspace and physical/electronic files in an organized and professional manner consistent with all document retention requirements.
- Seek out and take advantage of both formal and informal training opportunities to maintain operational and technology-related proficiency within the assigned scope of work in coordination and agreement with the assigned supervisor.
- Willingness to learn new processes, develop, suggest and implement improvements as independently identified or as requested.
- Maintain regular office hours consistent with the City's Employee Personnel Policy Handbook. (remote work policy allowances/restrictions embedded within the overall Personnel Policy)
- Follow all City safety, personnel and operational rules and procedures at all times.

WORK STANDARDS

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, character, trustworthiness and self-control
- Thorough when completing work tasks.
- Accept constructive criticism.
- Reliable, responsible, detail-oriented and dependable.
- Willingness to accept and learn new tasks.

MINIMUM QUALIFICATIONS

- High School diploma, GED, or its equivalent
- Two years' work experience in an accounting-specific position (public or private).

DESIRED REQUIREMENTS

- Associate or bachelor's degree with demonstrable credit hours in accounting/finance
- Three or more years of work experience in public sector accounting, with significant value placed on municipal fund accounting work experience.
- Experience with Springbrook accounting software.
- Experience and proficiency with ERP software, preferably public sector systems (InCode, Munis, OpenGov, Springbrook, Caselle, etc)
- Understanding of and interest in emerging AI technologies
- Proficiency with Microsoft 365 software, with a focus on Excel

WORKING CONDITIONS

City of Coburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. City of Coburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on City of Coburg operations, or a safety risk to employees or coworkers, or removes an essential job function. Employees should request accommodation as soon as it becomes apparent that reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact your supervisor, who will coordinate with City Administration/HR leadership.

The factors described herein are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as an accountant. Detailed information may be available in a supplemental document.

WORK SCHEDULE

The normal workweek is based on a schedule of 8:00 AM to 5:00 PM, Monday through Friday, forty (40) hours per week; however, the work schedule may occasionally require working a flexible schedule to include evenings and weekends.