

# FINANCE SENIOR ACCOUNTANT

## POSITION SUMMARY

Reporting to the Deputy Finance Director, the Finance Senior Accountant performs advanced professional duties in support of the City's day-to-day finance and accounting operations, including entering journal entries, grant support, using financial technology systems, and tracking/processing capital assets. This position ensures timely reconciliation and reporting of all financial statements and prepares financial analyses for the Deputy Director and other key stakeholders as requested; and maintains accurate fiscal records.

## RESPONSIBILITIES

### **Essential Duties:**

- Perform timely and accurate month-end journal entries and balance sheet reconciliations (e.g., net assets, investments, capital asset depreciations, revenue, expenses, etc.), ensuring that accounting schedules are updated and accurate.
- Ensure proper revenue and expense recognition.
- Facilitate management of capital leases.
- Monitor cash and investment balances and perform cash flow forecasting.
- Ensure all finance and accounting operations comply with generally accepted accounting principles (GAAP) and federal and state laws and regulations.
- Assist the Deputy Finance Director and budget managers in developing and monitoring departmental, project, and organizational budgets; and monthly financial reporting needs.
- Provide grant administration and tracking of pass-through grants.
- Perform fiscal year-end close activities and assist with requests and requirements of external auditors.
- Communicate regularly with the Deputy Finance Director regarding financial status, variances, and project updates.
- Continually seek and implement opportunities to streamline and improve finance and accounting operations through technology, including training staff to better utilize financial and accounting software.
- Facilitate management of capital improvement projects to include assisting with funding, grants, expense monitoring, contributed capital and capitalization of final project. Keep detailed financial records for the purpose of annual audit.
- Other duties as assigned to meet organizational requirements.

### **Knowledge, Skills, and Abilities:**

- Proficient in Microsoft Office (especially Excel).
- Strong understanding of accounting principles, standards, and regulations.
- Proficiency and hands-on experience with financial management software (preferably with governmental or non-profit fund accounting).
- Knowledge of budgeting and annual audits.
- Proficient in data management and data analysis skills.
- Strong time management and organizational skills.
- Detailed-oriented with a passion for accuracy.

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- Excellent interpersonal skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Excellent verbal and written communication skills, including the ability to explain complex financial information clearly.

## **Education and Experience:**

- Associates degree in finance, accounting, or relevant field required; Bachelor's degree preferred.
- Three to five years of accounting and payroll experience, preferably in a government setting.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

## **Special Requirements:**

- Valid Driver's License
- North Dakota League of City's Auditors Certification within one year of employment.

## **Environment:**

- Positions in this class typically require: sitting, standing, walking, talking, hearing, seeing and repetitive key stroke motions.
- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Some stooping, lifting or objects of light weight may be required.
- Work related travel is minimal.

**Grade:** G15

**FLSA:** Non-Exempt

**Created and updated to new format:** 4/12/17

**Approved by CSC:** 04/13/17

**Approved by City Commission:** 7/16/2024 Reclassify Accountant- Grade 14 to Finance Specialist – Grade 15

**Updated By:** Linda Carlson 1/10/19, HR Nameniuk 08/03/2021, 7/10/24 by DCA Carlson, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025. Changed title from Finance Specialist to Senior Accountant, updated 10//25 by Deputy Finance Director Greenwood, HR Nameniuk, updated 12/11/25 by DCA Carlson.