

Accountant I, II, and III

DEPARTMENT: Administration
DIVISION: Finance
SUPERVISOR: Finance Director
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: Yes



POSITION SUMMARY

Performs technical and administrative accounting work. Maintains the fiscal records and systems of the City. Maintains accurate financial ledgers and records for the City according to generally accepted accounting principles (GAAP). Performs routine clerical, accounting, accounts payable, accounts receivable, and payroll functions of the City.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

No supervision exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

Accountant I, II, and III

- Provides confidential support to the Finance Director, which may include compiling data necessary for management and providing suggestions to assure efficient and effective processing of financial related functions.
- Maintains a positive relationship with supervisors, fellow employees, and vendors.
- Contributes to a positive work environment.
- Assists in preparation of year-end reports, auditor requests, and any state/federal reports when necessary.
- Disseminates general information, verbally and in writing, to employees, general public, and contract vendors related to assigned duties.

Accountant I

- Prepares and processes accounts payable invoices and payments for processing. Maintains and prepares vendor data for processing transactions. Monitors and checks account numbers vs. budget to ensure accuracy of general ledger accounts used. Works with departments and Finance Director if issues arise.
- Sets up and maintains vendor master files, intermittently reviewing to assess internal control risks. Maintenance may include contacting vendors for additional paperwork required, address information, account numbers, W9, and other applicable information. This includes filing accounts payable, payroll, and other finance related documents.

- Prepares accounts payable checks for distribution and answers general inquiries regarding accounts payable.
- Responsible for all records maintenance and retention. This includes all historic records associated with all financial-related functions.
- Maintains miscellaneous accounts receivables including, but not limited to preparing recurring billings for City services, local assessment, and other billings as directed by the Finance Director. Monitors receivables to ensure payments are made on time and updates Finance Director if a customer fails to pay to seek guidance and direction on potential next steps.
- May perform other duties as assigned that support the objective of the position.

Accountant II

- Includes all duties of Accountant I, as directed by Finance Director.
- Processes accounts payable checks on a regular schedule.
- Prepares and processes payroll including but not limited to; compiling documents required for payroll processing, generating employees' pay, reviewing and ensuring accuracy.
- Pays all applicable payroll vendors with month end payroll processing included but not limited to federal, state, local, quarterly, and annual payments as required by payroll vendors and Finance Director.
- Reviews and enters new hire payroll-related paperwork.
- Informs Finance Director of needed updates to payroll system or employee updates that need to go out to all employees. All-employee emails should come from the Finance Director or employee designated by City Administration.
- Coordinate with Human Resources for yearly benefit enrollment. All-employee emails regarding benefits should come from the Human Resources Coordinator or employee designated by City Administration.
- Answers payroll and financial-related questions for employees when necessary. Benefit related questions should be directed to Human Resources.
- Discusses with Finance Director when issues arise with interpretation of union contracts for clarification and direction.
- Maintains payroll related employee leaves, health insurance, retirement, and other employee benefit programs as directed.
- Monitors City's bank accounts with running ledger and informs Finance Director of any specific needs.
- May assist Finance Director in administrative work related to the City budget process.

Accountant III

- Includes all duties of Accountant I and II, as directed by Finance Director.
- Monitors and reconciles assigned general ledger accounts that consist of but are not limited to liability accounts, accounts payable, payroll payables, expenditures, and revenues.
- Assists the Finance Director in the operation and maintenance of the City's financial system. This may include but is not limited to the opening and closing of accounting periods,

developing user access to the different modules, defining varying levels of access and authority for individual users as specified by job requirements and internal control protocols.

- Reconciles City's bank accounts monthly which includes preparing journal entries for final processing by the Finance Director to balance and close monthly general and subsidiary ledgers, revenue, and expense accounts.
- Reconciles City purchase card program and prepares journal entry to expense accounts for final processing by the Finance Director.
- Maintains the fixed asset accounts of the City which include but are not limited to monitoring of capital outlay expenditures intermittently throughout the year and preparing general ledger journal entries capitalizing expenditures when necessary.
- Prepares annual audit work papers for Finance Director review before submission to auditors.
- Assists Finance Director in preparation of yearly budget document.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Accountant I

- a. Graduation from a high school or GED, and
- b. Two years of experience in general office practices such as typing, data processing, and customer service, or
- c. Any equivalent combination of education and experience that demonstrates the ability to perform the job duties.

Accountant II

- a. Graduation from a high school or GED, and
- b. Five years of experience in public accounting/finance, including
- c. Five years of experience in general office practices such as typing, data processing, and customer service, or
- d. Any equivalent combination of education and experience that demonstrates the ability to perform the job duties.

Accountant III

- a. Bachelor's degree in business, accounting, or finance, and
- b. Five years of experience in public accounting/finance, including
- d. Five years of experience in general office practices such as typing, data processing, and customer service, or
- e. Any equivalent combination of education and experience that demonstrates the ability to perform the job duties.

LICENSE/CERTIFICATION

Accountant III

- Oregon Government Finance Officer's Professional Finance Officer Certification Program Certificate

KNOWLEDGE, SKILLS, AND ABILITIES

Accountant I, II, and III

- a. Working knowledge of computers and programs such as Microsoft Excel, Word, and PowerPoint.
- b. Skills in operating a 10-key calculator, phone, fax, and copy machine.
- c. Ability to perform basic arithmetic computations accurately and quickly.
- d. Ability to communicate effectively verbally and in writing.
- e. Ability to establish successful working relationships.
- f. Ability to work under pressure and with frequent interruptions.
- g. Ability to discern confidential information.

DESIRED QUALIFICATIONS

- Experience with ERP Software (Currently Tyler Technologies Incode Software).

SPECIAL REQUIREMENTS

- Must pass a background check.

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; ten-key calculator; and telephones.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds. Close vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required. The employee is required to hear and talk.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments with telephones, office equipment, personal interruptions, and background noises but may be moderately loud depending on the activities in the space.

EMPLOYEE ACKNOWLEDGMENT

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.

The job 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.

I acknowledge that I have received a copy of the **Accountant I, II, and III** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Accountant _____ (*Designate I, II, or III*)

Date

Print Name: _____

Finance Director

Date