

City of Oregon City**Position Description**

Position: Accountant	Represented: Local 350-2
Department/Site: Finance / City Hall	FLSA: Non-exempt
Evaluated by: Deputy Finance Director	Salary Grade: 35

Summary

The Accountant position performs complex technical and professional accounting work in maintaining the fiscal records and systems of the City. Maintains accurate financial ledgers and records for the City according to generally accepted accounting principles. Duties include budgeting, audit support work, financial planning, forecasting and modeling, performance monitoring and management reporting for all governmental funds. Conducts special research projects as assigned. Provides back up for accounts payable, payroll and utility billing. May review work prepared by Senior Accounting Technicians for purposes of internal control and policy compliance. This position may also have responsibility for a program area. This position does not have direct decision making authority over a budget but does have responsibility for proper accounting of all city financial and fixed assets.

Distinguishing Career Features

This classification is distinct from the Senior Accounting Technician classification by the complexity of accounting principles and practices. The Accountant works with little supervision, exercising independent judgment on a recurring basis, performing budgeting, audit support work, financial analyses, and forecasting in assigned areas, and resolving technical problems. The duties focus on city-wide initiatives and financial impacts to the City as a whole and the Accountant will work on projects and tasks as needed and directed. Employees in this position are responsible for independently performing accounting and related financial analysis that is typically covered by unique and complicated laws, regulations, policies, and procedures. Advancement to Accountant is based on business needs of the organization. This position reports to the Deputy Finance Director.

Essential Duties and Responsibilities

The Accountant performs complex financial analysis and projects as assigned to support operating departments. Examples include but are not limited to:

- Reconciles and balances general ledger accounts to the various subsystems; assures expenditures and receipts are accounted for properly; corrects miscoding and adjusts individual accounts; assures internal controls of subsystems are operating properly; maintains and adjust financial subsystem as needed.
- Maintains monthly, quarterly and yearly reconciliation of the various general ledger accounts. Verifies accuracy and completeness of the general ledger.
- Prepares and reports activities related to federal and state grants. Prepares other financial reports as requested by the Finance and Deputy Finance Director.
- Participates in the year end closing; prepares schedules; obtains information for and provides assistance to external auditors, as needed; reconciles accounts for proper reporting; prepares audit work papers, assists with drafting financial statements, including GAAP adjustments, gathers historical and statistical data, and works with auditors.
- Provides advice and technical assistance regarding the budget; participates in internal reviews

on proposed budgets and identifies possible alternatives; generates budget worksheets. Consolidates department budgets into City-wide budget document. Periodically monitors the budget by reviewing reports and accounting records to determine if allocated funds have been spent as specified; makes appropriate recommendations if deviations appear between approved budget and actual performance.

- Assists with preparation of financial reports, including creating spreadsheets, drafting narratives, performance measurement reporting and ensuring financial and written information are consistent.
- Performs accounting studies; analyzes data; makes recommendations based on findings; prepares correspondence and technical accounting reports.
- Prepares, creates, approves, enters and reviews journal entries.
- Responds to variety of departmental and public requests for information; researches and provides requested information or service.
- Maintains varied and complex records associated with accounting functions such as capital assets, utility receivables, debt and amortization, and deferred revenue. Audits financial records for accuracy, posts and reconciles journals, and registers logs and other records on a daily or periodic basis. Resolves discrepancies of a routine and non-routine nature.
- Assist the Finance or Deputy Finance Director with: revenue and expenditure forecasts; financial model updates and scenario evaluations; cost allocation plan updates and revisions; annual budget, interim and annual financial information and reports; preparation of periodic surveys and benchmarks; balancing of funds' cash, fund balance, revenues, and expenditures.
- Provides backup to utility billing, payroll, accounts receivable and accounts payable.
- Maintains positive public relations with customers and is responsive to customer needs.
- Develops safe work habits and contributes to the safety of self, co-workers and the general public.
- Regular and predictable attendance is a requirement of the job.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

- Knowledge of generally accepted accounting principles (GAAP), practices, methods, and procedures.
- Knowledge of Generally Accepted Auditing Standards (GAAS).
- Knowledge of auditing procedures and budgeting principles.
- Knowledge of billing procedures, journal entries, reconciliation process.
- Knowledge of computer applications and uses for accounting activities.
- Knowledge of accounting systems.
- Knowledge of office procedures. Applicable Federal, State, and Local laws, rules, and regulations;
- Grant and/or contract management principles and practices.

▪ **Abilities**

Ability to work independently with little supervision. Ability to accurately classify, maintain and reconcile general ledger accounts. Ability to develop new concept practices and procedures. Ability to compile and prepare clear reports of a technical nature and their summaries. Ability to provide technical support in the area of accounting to departments. Ability to create spreadsheets and complete arithmetical computations accurately and rapidly. Ability to resolve accounting issues and discrepancies. Ability to establish and maintain effective working relationships. Ability to work as a team member. Ability to perform the essential functions of the job. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with co-workers, managers, customers, and the general public.

▪ **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed spreadsheets, other printed material and computer screens. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment.

▪ **Education and Experience**

The position typically requires a Bachelor's degree from an accredited college or university in Accounting, Business, Finance, or related field and at least three years of progressively responsible accounting or governmental accounting work experience; or, an equivalent combination of experience and training sufficient to successfully perform the essential duties of the job such as those listed above.

▪ **Licenses and Certificates**

May require a valid driver's license. Requires the ability to pass a background check.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.