



JOB DESCRIPTION

TITLE: Senior Accountant
DEPARTMENT: Finance
REPORTS TO: Finance Director
SUPERVISES: N/A

PURPOSE OF POSITION

Under general direction of the Finance Director, performs a variety of governmental accounting, finance, budgetary, and payroll-related tasks. Duties include, but are not limited to: Maintenance of the General Ledger; budget and audit support; special research projects and analysis including confidential financial analysis of labor negotiation scenarios, potential settlements of risk management exposures and possible personnel discipline actions; grant, capital asset, and debt tracking; forecasting support; payroll processing; upkeep of payroll files; knowledge of current payroll laws as they may affect the City including maintaining a general knowledge of current regulations regarding the Oregon Public Employees Retirement System (PERS). This position performs general accounting duties, provides professional support, and performs high-level financial evaluation and analysis.

ESSENTIAL JOB FUNCTIONS

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks that an employee may be expected to perform.

1. Assists the Finance Director with preparing and tracking City and URA budgets, performing complex financial analysis, such as building and updating multi-year financial models, analyzing debt and tax increment financing for URA projects, and preparing financial analysis of labor negotiation scenarios, service delivery alternatives, risk management settlement scenarios, potential personnel and human resource actions, etc.
2. Performs general accounting duties and balances all general ledger accounts;
3. Prepares: journal entries, audit work papers, budgetary projections, forecasts, and analysis;
4. Ensures reconciliations are completed on a timely basis so monthly and annual closings may be completed;
5. Analyzes reports, recognizes discrepancies, researches discrepancies and resolves, reporting these to Finance Director;
6. Compiles and performs both routine and complex data analysis;

7. Oversees entry of payroll, processes payroll, submits payroll-related taxes and employee benefit payments, performs onboarding of new employees, maintains employee payroll files;
8. Maintains and applies a knowledge of current payroll laws and Oregon PERS as they may affect the City;
9. Reviews utility billing and analyzes for reasonableness;
10. Monitors miscellaneous accounts receivable balances, purchase orders, grants, capital assets, debt, property liens;
11. Assists the Finance Director with debt management functions as assigned;
12. Assists the Finance Director with special projects as assigned;
13. Provides assistance to the Finance Director, City Manager and/or Legal Department during labor negotiations and throughout the term of a labor agreement in formulating, determining, and effectuating management policies. These tasks include conducting research projects and analysis; providing confidential financial analysis of labor negotiation scenarios; analyzing potential settlements and possible personnel discipline actions;
14. Performs other duties as assigned;
15. May oversee the Finance Department in the Finance Director's absence.

JOB REQUIREMENTS

Knowledge of:

- Accounting principles and practices (preference for knowledge as it relates to governmental entities)
- Data processing equipment and accounting software applications including the Microsoft Office Suite (of particular importance are a working knowledge of Excel, Word, and Outlook)

Ability to:

- Communicate clearly and concisely, both orally and in writing, with diverse customers, employees, public officials, and the general public;
- Reconcile, research, and analyze complex General Ledger accounts and finance issues;
- Recognize and adhere to the confidentiality required of this position, including but not limited to: collective bargaining negotiation financial scenarios and impacts, requests for financial data and analysis, payroll-related data and analysis, and other requests as made by the Finance Director;

- Establish and maintain cooperative working relationships with City employees, departments, vendors, independent auditors, the public, and others;
- Work effectively within the limits of a standardized process to add innovation and efficiency when possible;
- Organize and prioritize work assignments to optimize service levels;
- Multi-task and maintain a strong attention to detail;
- Prioritize tasks and meet deadlines;
- Understand policy and political elements of assigned work tasks and effectively manage responses, making recommendations to the Finance Director;
- Represent the department and the City in meetings with governmental agencies, community groups and various business, professional and regulatory organizations, as well as meetings with individuals;
- Use computer spreadsheets, presentation products, and other software products to analyze and present complex data.

Minimum Qualifications:

Bachelor’s Degree from an accredited four-year college or university in accounting, finance, or a closely related field plus a minimum of two (2) years’ of progressively responsible practical accounting or finance experience (governmental experience preferred)

- Associate’s Degree from an accredited college plus a minimum of five (5) years’ of progressively responsible practical accounting or finance experience (governmental experience preferred)

Any equivalent combination of training and experience which demonstrates the knowledge, skill, and ability to perform the previously described duties will be considered.

Special Requirements/Licenses:

- Possession of, or obtain within 30 days of hire, a valid Class C Driver’s License;
- Maintenance of a “clean” driving record as determined by the City;
- Some positions may require successful completion of a credit and/or criminal history check, which may include fingerprinting. Driving records may also be reviewed.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Physical Demands: While performing the duties of this job, the employee is often required to stand or sit; walk, use manual dexterity and coordination to handle, feel, or operate objects, tools, or controls; reach with hands and arms; talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; push, pull, lift and/or move up to 30 pounds.

Vision: Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception and the ability to adjust focus.

Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Environment: Normal office setting with some travel for meetings or errands. The noise level in the work environment is usually quiet to moderate.

Typical Hours of Work: Monday-Friday, 8:00 a.m. – 5:00 p.m.

GRADE: 13

CREATED: April 2021

LAST UPDATE: March 2023

FLSA STATUS: Non-Exempt

BARGAINING UNIT: Non-represented