ACCOUNTANT

GENERAL DUTIES

Plan, direct, and coordinate the activities relating to accounting, fiscal reporting, debt management, treasury functions including cash management, investments, business licensing administration, and transient lodging tax administration, real estate, risk management, purchasing, and warehousing. Perform various accounts payable, payroll, and general accounting duties including necessary reporting to outside agencies. Reconciliation of reports and documents to general ledger accounting system. Prepare monthly, quarterly, and yearly reports for Council and Management review; prepares information for City Auditor to perform year end audits. Prepare information for Budget Committee to deliberate and approve budget for fiscal year. Perform other accounting duties as required.

GENERAL FEATURES OF THE CLASSIFICATION

Responsible to the City Administrator for assigned duties. Work involves considerable contact with the general public and City officials. Generally expected to work independently, but refers extraordinary situations to the appropriate authority.

SUPERVISION RECEIVED

Work is under the general direction of the City Administrator.

SUPERVISION EXERCISED

This position class provides supervision for the finance department.

KEY PERFORMANCE AREAS

Maintain accurate financial records and ledgers with supporting data/documents.

Review invoices, prepare warrants, and issue checks for accounts payable.

Post accounts receivable cash receipts to general ledgers. Reconciliation of utility billing accounts receivable balance to general ledgers.

Prepare journal entries as required for posting to general ledger including direct deposits received from Federal and State agencies.

Responsible for transferring funds to Local Governments Investment Pool or City bank account. Reconciliation of bank statements, checks, and cash in bank accounts.

Prepares monthly, quarterly, and yearly financial reports to City Administrator, City Council, department heads, and general public for review.

Reconciliation and closing process of general ledger system on a monthly basis.

Provide information to City Auditor for year-end audit

Prepare other financial reports as requested by City Administrator or City Council.

Responsible for accounting and reconciliation of grant funds and cash requests.
Review and process time sheets, prepare payroll; monthly and quarterly payroll reports, including insurance, retirement, and tax withholdings. Process W-2 and 1099 forms as needed.

Administer City insurance coverage and process claims.

Oversee inventory of City assets.

Prepare budget documents, schedule budget sessions, and public notice of budget hearings.

Responsible for providing information to Budget Committee during budget sessions.

Prepare resolutions for appropriation of funds.

Implement and monitor procedures to ensure proper compliance with internal controls.

Administer transient lodging tax, business license fees, other City fees and receivables.

Other duties as required.

MINIMUM QUALIFICATIONS

Ability to understand and follow detailed verbal and written instructions. Adhere to prescribed departmental routines; a basic knowledge of accounting principles. Any combination of experience and training which demonstrates the knowledge, skills and ability to perform the described duties.

KNOWLEDGE

Skilled in word processing, accounting spreadsheet and database operations; principles and methods used in accounting, finance, and budgeting; general office practices and procedures; appropriate cash posting procedures, bank account reconciliation, general ledger reconciliation, balance sheets and income statements; principles and practices of municipal finance administration, risk management and insurance; municipal debt administration.

SKILLS

Operation of standard office equipment, including computer document processing in the Windows environment; typing; understand and follow verbal/written instructions and adhere to prescribed departmental routines. Proficiency in general accounting, finance, and budget functions.

ABILITIES

Properly record and document accounting transactions including accounts payable, accounts receivable, finance, payroll, and budgeting; establish priorities and organize own workload. Use independent judgement and work with limited supervision. Communicate effectively verbally and in writing; use tact and courtesy in dealing with the public and other officials.

EDUCATIONAL REQUIREMENTS

High school graduation or equivalency. Minimum of one year post-secondary education in accounting/finance related area.
EXPERIENCE

Sufficient experience and education to successfully perform the duties of Accountant. A typical way of obtaining the required qualifications is to possess the equivalent of three years progressively responsible experience in financial and statistical record keeping work involved in the processing of a public agency of a jurisdiction of comparable size to the City of Port Orford.

ESSENTIAL FUNCTIONS

Must be able to demonstrate: ability to type 45 wpm; familiarity with Windows based word processing and spreadsheets; familiarity with all office equipment. Adhere to strict confidentiality requirements.

LICENSES AND OTHER REQUIREMENTS

Must be bondable.

PRE-EMPLOYMENT REQUIREMENTS

Drug screening may be required, dependability, education and experience verification. Demonstrated ability to perform essential functions.

WORKING CONDITION AND PHYSICAL ABILITIES

Position requires prolonged sitting in the performance of daily duties and frequent repetitive keyboarding motion for inputting data and preparing reports and other documents. The position also requires walking, standing, stooping, some pushing, dragging, light and heavy lifting while handling bound records, printouts, or boxes or paper and documents. The incumbent often juggles multiple tasks, works under pressure of deadlines with frequent interruptions.

FLSA EXEMPTION STATUS

Non-Exempt