



MWMC Accountant

General Information

Classification Code:	MGRASO
Effective Date:	February 28, 2022
Pay Grade:	C44
FLSA Status:	Exempt

Position Summary

This position is responsible for managing the technical and administrative aspects of the Metropolitan Wastewater Management Commission (MWMC) financial program. Performs advanced professional accounting work, provides analysis of financial transactions, manages financial reporting activities and budget. Integral part of the MWMC Capital Financing Program, works with financial advisors, prepares documents associated with bond sales and continuing disclosure statements. Prepares the annual audited financial statements and interfaces directly with auditors. Performs other duties of a similar nature or level.

Classification Characteristics

This is the journey level in the Associate Program Manager Classification. Associate Program Managers make process decisions and decide how to best achieve the objectives, standards or guidelines established by higher level management. The Associate Program Manager is a professional level classification responsible for managing a technical or administrative program area, including the development of medium and long-term development, public improvement, or strategic plans consistent with the goals and priorities established at higher levels.

Associate Program Managers are differentiated from Manager/Program Managers in that the higher-level classification assists with the management of multiple divisions, sections, and/or major programs, or managing the administrative operations of a single division.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Manages and coordinates the activities of the MWMC financial accounting and reporting from budget through completed audit
- 2 Develops operating and capital budget estimates, user rate setting analysis, equipment replacement calculations and other financial analysis. Develops and maintains complex financial records for grants, capital projects, activities, or other accounting entities.
- 3 Determines how to record transactions, materiality, disclosures, and other information included in financial statements and bond official statements.
- 4 Prepare statements and workpapers for City Annual Comprehensive Financial Report (ACFR) for local enterprise funds, street fund and debt funds. Prepares and completes fiscal reports to Commission and City management.
- 5 Utilizes various computerized accounting and budgeting systems to record transactions, create reports and troubleshoot problems. Prepares a variety of standard financial reports, analyzing results to identify anomalies, make necessary corrections and implement appropriate solutions for systemic problems.
- 6 Interprets and implements governmental accounting standards in financial reporting. Provides technical analysis, information and professional guidance in oral presentations to management and policy bodies on various budgetary and financial issues, procedures, or systems.

Essential Duties	
7	Interfaces with the MWMC governing body through presentations involving budgets, financial statements, audit results, debt transactions, fund balancing, supplemental budgets, and revenue projections. Presents annual financial report and responds to auditors.
8	Creates preliminary official statements for bond sales as well as calculating debt service, debt capacity, budgeting, and accounting for bonds.
9	Responsible for disclosure filings and requirements related to debt.
10	Mentors and leads accounting division staff on daily activities. May train, assign and review the work of accounting technicians. Participate and/or lead special projects, program development, process changes.
11	Coordinate and interact with other government agencies to achieve common goals.
12	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualifications: <ul style="list-style-type: none"> Associate degree or two-year technical certificate in accounting or finance with at least 30 credit hours in accounting, and 3 years of professional-level accountant experience including full-cycle financial statement preparation for a division or program, or an equivalent combination of education and experience.
Licensing/Certifications: <ul style="list-style-type: none"> Oregon CPA certification preferred.
Technology Skills: <ul style="list-style-type: none"> Accounting software — Peoplesoft or other ERP system accounting software Desktop publishing software — Microsoft Publisher Document management software — Adobe Systems Adobe Acrobat; Document management system software; Laserfiche, Foxit Electronic mail software —Microsoft Exchange; Microsoft Outlook Enterprise resource planning ERP software— Microsoft Dynamics GP; NetSuite ERP; Oracle Hyperion; Oracle JD Edwards EnterpriseOne Inventory management software — Asset management software Office suite software —Microsoft Office; Microsoft Works Operating system software — Microsoft Windows Presentation software —Microsoft PowerPoint Process mapping and design software — Microsoft Visio Spreadsheet/database software — Google Sheets; Microsoft Excel, Microsoft Access Time accounting software — Payroll software Word processing software — Google Docs; Microsoft OneNote; Microsoft Word
Knowledge Required: <ul style="list-style-type: none"> Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data. Understanding of Generally Accepted Accounting Principles (GAAP) and the application and implementation of statements issued by the Governmental Accounting Standards Board (GASB). English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Qualifications

- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, designing forms, and workplace terminology.

Skills:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Mathematics — Using mathematics to solve problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Time Management — Managing one's own time and the time of others.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Coordination — Adjusting actions in relation to others' actions.
- Service Orientation — Actively looking for ways to help people.

Abilities:

- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.
- Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing		X				0-10 lbs.		X			
Sitting					X	11-20 lbs.	X				
Walking – Even Surface		X				21-50 lbs.	X				
Walking – Uneven Surface	X					51-75 lbs.	X				
Kneeling		X				76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors					X
Twisting		X				Outdoors		X			
Crawling	X					Dust	X				
Squatting/Crouching	X					Fumes/Odors/Gasses	X				
Balancing	X					Chemical Agents	X				
Reach – Overhead	X					Biological Agents	X				
Reach – Forward		X				Noise – Low		X			
Reach – Backward	X					Noise – Moderate				X	
Climbing – stairs	X					Noise – High	X				
Climbing - ladder	X					Low Light	X				
USE OF HANDS						Heat	X				
Grasping – whole hand	X					Cold	X				
Grasping – pinch grip		X				Restricted workspace	X				
Fine manipulation/feeling	X					Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.				X		Driving – vehicle/equipment		X			
11-20 lbs.		X				Operate foot controls	X				
21-50 lbs.	X					Seeing					X
51-75 lbs.	X					Talking				X	
76-100 lbs.	X					Hearing				X	
						Extended work hours		X			

<h3>Classification History</h3>

Adapted from “Associate Program Manager” – 02.28.2022
2022.03.14 Revisions by HR

I have reviewed the job description.

Employee: Name_____ **Signature**_____ **Date**_____