	Accountant I **Accountant II**

General Information

Classification Code:	MGTANL
Effective Date:	July 19, 2023
Pay Grade:	C41 – C42
FLSA Status:	Exempt

Position Summary

Accountants perform a range of professional accounting activities, financial reporting, and technical support duties related to developing and maintaining complex financial records for funds, projects, grants, or other accounting entities. Participates in the development and implementation of accounting and financial management systems and procedures. May provide lead to assigned staff. Performs related duties as assigned.

Classification Characteristics

Accountant I & II positions fall under the Management Analyst classification. Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels and may include supervision of lower-level support staff or lead responsibilities. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities.

Accountant I - Employees at this level generally have minimal professional experience and perform more day-today routine and recurring accounting activities for which there are defined processes, procedures, instructions, models, and precedents. This includes general ledger analysis, preparation of financial statements, and budget analysis and preparation. Operates at the tactical and transactional level including bank reconciliations and journal entries. As experience is acquired, employees are expected to perform with increasing independence. This level requires a strong understanding of Generally Accepted Accounting Principles (GAAP), knowledge of basic analytical processes and the ability to interpret a variety of data.

Accountant II – This is the journey level in the Management Analyst series. Differs from the Accountant I by the level of complexity, sensitivity, independence, and the diversity of assignments. Employees assigned to this classification have full responsibility for a variety of diverse accounting activities, including developing and/or refining policies, procedures and related items. Responsible for fixed assets and depreciation schedules, accounting and financial statements for multiple funds, and addressing department questions related to accounting issues. Employees have also demonstrated the knowledge and the ability to deal independently with complex and sensitive issues; lead or manage small to mid-sized projects; they work independently with minimal supervision and receive only occasional instructions or assistance as new or unusual situations arise.

After an employee has been employed at the entry level in a flexibly staffed classification for a period of at least one (1) year, the employee may be advanced to the journey level subject to the following:
- The employee meets the minimum qualifications for the journey level.
- The employee is performing journey level duties at an acceptable level.

Essential Duties

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

1	Monitors financial data, prepares financial analysis and reconciliations, and works with department staff to make appropriate adjustments to ensure compliance with accounting standards, Oregon budget laws, policies, and procedures.
2	Prepares and/or assists with the preparation of various accounting and financial reports including monthly, quarterly, and year-end reports, supplemental spreadsheets, and miscellaneous reports for other departments. Creates, maintains, and ensures compliance with established standards and award guidelines for Federal Grants. Ensures the timely production of financial reports in accordance with State law and professional requirements.
3	Applies Generally Accepted Accounting Principles (GAAP). Analyzes and reviews federal, state, and local laws, regulations, policies, and procedures to ensure compliance; conducts analysis on best practices and trends, and formulates and recommends accounting policies, practices, and procedures.
4	Interprets, explains, and applies principles, procedures, laws, and regulations affecting the financial operations of municipal government to support management and policy bodies. Implements statements as issued by the Government Accounting Standards Board (GASB).
5	Assists with amendments to the annual budget, such as reconciling budget balances with City Council adjustments. Prepares Budget to Actual reports. Monitor expenditures to ensure compliance with adopted budget.
6	Performs accounting, reporting, and tracking of assets including all capital purchases, fixed asset transfers and deletions. Works directly with departments to establish procedures for timely and accurate asset entry and tracking. Maintains the fixed asset inventory control records for the City.
7	Prepares or assists in the preparation of the Annual Comprehensive Financial Report (ACFR), including supporting analysis and schedules. Coordinates schedules with departments and external auditors. Explains financial policies, procedures, and/or other relevant information to departments and external auditors. Research questions, resolves issues, and responds to auditor findings.
8	Prepares, creates, approves, and reviews journal entries. Records transactions. Extracts and manipulates data.
9	Performs other duties of a similar nature or level.

Functional Specific Responsibilities

N/A

Qualifications

Minimum Qualifications:

- **Accountant I** – Bachelor's degree in a related field and 0-2 years of relevant professional experience or an equivalent combination of education and experience.
- **Accountant II** – Bachelor's degree in a related field and 2-5 years of relevant professional experience or an equivalent combination of education and experience.
- Experience with municipal or governmental accounting preferred.

Licensing/Certifications:

- N/A

Technology Skills:

- Accounting software — Intuit QuickBooks, Xero, Zoho, Sage 50 Accounting, NetSuite or similar
- Cloud-based data access and sharing software — Microsoft SharePoint
- Video conferencing tools such as Microsoft Teams and Zoom.

Qualifications

- Document management software — Adobe Systems Adobe Acrobat; Foxit, Document management system software such as Laserfiche
- Enterprise resource planning ERP software — Oracle PeopleSoft or similar such as SAP software
- Inventory management software — Asset management software (any)
- Office suite software — Microsoft Office software (Excel, Word, Outlook, PowerPoint, Publisher, Access.)
- Word processing software — Microsoft Word

Knowledge Required:

- 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.
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, designing forms, and workplace terminology.
- Computers and Electronics — Knowledge electronic equipment, and computer hardware and software, including applications.
- 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.
- Economics and Accounting — Knowledge of economic and accounting principles (GAAP) and practices, the financial markets, banking, and the analysis and reporting of financial data.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government — Knowledge of laws, government regulations, agency rules, and the democratic political process.
- Mathematics — Knowledge of arithmetic, algebra, statistics, and their applications.

Skills:

- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- 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.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Mathematics — Using mathematics to solve problems.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Qualifications

- 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.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

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		

Classification History

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2023.07 – Revisions and reformatted by HR

I have reviewed the job description.

Employee: Name_____ Signature _____ Date _____