



Accountant, Senior

General Information

Classification Code:	MGTANL
Effective Date:	November 15, 2023
Pay Grade:	C43
FLSA Status:	Exempt

Position Summary

The Senior Accountant performs a variety of complex and advanced accounting and financial functions including grant accounting and the City single audit of Federal awards. Interprets grant agreements, reporting requirements, and maintains accurate records. Trains lower-level staff and reviews work for accuracy. Performs other duties of a similar nature or level.

Classification Characteristics

The Senior Accountant positions fall under the Management Analyst classification. This is the advanced level within the three levels in the Management Analyst series. Employees at this level have extensive professional experience in the assigned program area and exercise considerable independent judgement in planning and directing program activities. Work is reviewed by higher-level management for adherence to established policies and for effectiveness and quality of program results.

The Senior Account is distinguished from the Accountant II by the additional assignment of tracking equipment replacement assets, managing the City insurance fund, and by the level of complexity, accountability, sensitivity, and decision making involved. Duties require the application of advanced professional principles and practices in the assigned program area with general guidance provided by the supervisor. Employees at this level identify and recommend solutions to major organizational problems and recommend alternatives to organizational policies.

Essential Duties

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

- 1 Prepares Audit Workpapers and assists in preparation of the City Annual Comprehensive Financial Report (ACFR). These include, but not limited to, grants and special revenues, EMS receivables, leases, self-funded insurance program, fuel facility and fixed assets. Analyzes annual activity and what transactions require entries based on generally accepted accounting principles.
- 2 Prepares annual financial report for Region Fiber Consortium, including statements, notes, management discussion and analysis (MD&A), and workpapers. Works with auditors to answer any questions relating to these statements. Quarterly lease invoicing of Regional Fiber Consortium lessees.
- 3 Prepares, records and verifies/approves corrections and adjustment journal entries utilizing computerized accounting systems.
- 4 Responsible for grant reporting and financial management of grant related activities including required annual City and Police entity registrations, preparation of reports for special revenue grants as well as CDBG activities and preparation of annual Schedule of Expenditures of Federal Awards (SEFA).
- 5 Fund Balancing, periodic supplemental budgeting, and annual budgeting for the City's self-funded insurance program. Complies with Oregon Budget Law.

Essential Duties	
6	Prepare and reconciles City bank account, and Inmate Trust account including an additional reconciliation of the Inmate Trust account in 3rd Party Software. Reviews and resolves internal/external errors. Prepare reconciliations for review by Accounting Manager.
7	Reviews and determines if account coding for incoming city-wide revenues is accurate based on budget and City policy. Advises other staff if correcting entries are necessary.
8	Manages and updates select annual allocation worksheets including internal fund transfers, blended rate insurance, utilities, paper inventory and postage allocations.
9	Back-up preparation of monthly financial reports. Able to perform all duties of Accountant II.
10	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualifications: <ul style="list-style-type: none"> Bachelor's Degree in a related field and 5-8 years of relevant professional experience or an equivalent combination of education and experience.
Licensing/Certifications: <ul style="list-style-type: none"> CPA preferred. Municipal experience preferred.
Technology Skills: <ul style="list-style-type: none"> Accounting software — Intuit QuickBooks, 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. 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: <ul style="list-style-type: none"> 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.

Qualifications										
<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. 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%

Physical Requirements										
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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2023.11 – Revisions and reformatted by HR

I have reviewed the job description.

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