

City of
EDMONDS
Washington

ACCOUNTANT

Department:	Finance	Pay Grade:	NE-14
Bargaining Unit:	SEIU	FLSA Status:	Non-Exempt
Revised Date:	October 2012	Reports To:	Finance Director

POSITION PURPOSE: Under general direction, performs professional accounting activities and functions for the City in assigned area of responsibility; manages the day-to-day general ledger activity; reviews and posts transactions and general ledger changes; prepares the City's annual budget and financial report; monitors internal controls; reconciles cash and investments; performs accounting functions in accordance with established general principles and practices of accounting; ensures accuracy and confidentiality of information; and maintains professional and accounting standards at all times.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews, prepares, enters and posts journal entries and daily receipting.
- Provides general guidance to staff regarding questions about an entry, timing of the entry, account coding and verification that the entry is complete.
- Assures compliance with GASB, GAAP, BARS, State laws and regulations, City Code and departmental policies.
- Prepares journal entries that require review and approval by the Finance Director.
- Responds to budgeting questions and accounting inquiries from department directors and personnel.
- Facilitates the proper coding and accounting of funds per accounting standards, and works closely with departments to ensure they have a good understanding of the funds they are responsible for.
- Maintains overall responsibility for accounting and reconciliation of the City's cash and investments.
- Ensures timely completion of monthly bank reconciliation and prepares quarterly investment report for presentation to the City Council Finance Committee.
- Prepares the monthly excise tax return, and reviews monthly reconciliations to ensure accuracy and adjusts irregularities or reports concerns to the Finance Director.
- Prepares and maintains a variety of reports including portions of the City's basic financial report/CAFR.
- Prepares ad hoc reports as requested by departments and outside agencies, and works on a variety of special projects as assigned by the Finance Director.
- Participates in the preparation of the City's annual budget; creates budget schedule; assists departments with their budgets; analyzes department submittals for reasonableness; prepares assigned portions of the budget document in coordination with other accounting staff and works with directors and Council on finalizing the budget.
- Maintains the project accounting systems for maintenance and capital improvements projects and coordinates related activities with appropriate project personnel.

- Assures activities and transactions are properly posted and reconciled to appropriate accounting systems.
- May serve as staff on a variety of committees.
- Prepares and presents staff reports and other necessary correspondence,
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment.
- Incorporates new developments as assigned, ensures processes, policies and practices are interpreted and applied consistently and effectively within assigned responsibilities.

Required Knowledge of:

- Operational characteristics, services and activities of an accounting office including business/industry principles and practices related to work assigned.
- Public sector accounting principles and practices, including generally accepted accounting principles (GAAP), GASB, BARS, state laws and regulations, city codes and departmental policies.
- Preparation of financial statements and comprehensive accounting reports including the CAFR and budgeting procedures.
- Grant recording and reporting for compliance with BARS.
- Computer hardware and automated accounting/financial systems.
- Techniques in data verification and data entry and proper coding of documents.
- Analysis of complex financial statements, reports and systems.
- Proper principles and practices of preparing, entering and posting journal entries.
- Performing a variety of professional accounting duties including financial analyses and forecasts.
- Principles of customer service and public relations.
- Research methods and report preparation and presentation.
- Advanced mathematical computations adequate to correctly perform work.
- Record-keeping and report writing techniques.
- Effective oral and written communication principles and practices to include public relations.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.

Required Skill in:

- Administering assigned financial and accounting programs.
- Meeting deadlines, working with multiple projects and overseeing, verifying and validating the work of others, including those in other departments.
- Operating automated accounting systems and general office equipment.
- Identifying and reporting discrepancies.
- Analyzing and interpreting fiscal and accounting reports.
- Preparing informative and statistical reports.
- Computing rapid and accurate mathematical computations.
- Gathering data and verifying information.
- Responding to inquiries from customers, regulatory agencies, audit firms or members of the business community.
- Interpreting and applying federal, state and local policies, laws and regulations.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Communicating effectively verbally and in writing including public relations.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor’s Degree in Accounting, Finance, Business Administration or related field and three years of progressively responsible professional accounting experience that includes experience with general ledgers and journal entries, financial reports and recordkeeping, and budget preparation in a medium to large scale finance or accounting department; preferably in government/public sector accounting; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

CPA license preferred.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard or other office equipment.
- Reading and understanding a variety of materials.
- Sitting or otherwise remaining stationary for extended periods of time.
- Bending at the waist, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.

Incumbent Signature: _____ **Date:** _____

Department Head: _____ **Date:** _____