



<b>CLASSIFICATION TITLE:</b> Accountant	<b>JOB NUMBER:</b> 7000	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Finance Manager or Designee	<b>PAY GRADE:</b> 21	<b>FLSA STATUS:</b> Exempt

## GENERAL SUMMARY

Performs intermediate skilled administrative support work performing accounting duties related to the City's general ledger and subsystems, preparing financial statements and other reports, reviewing and recommending changes to the City's internal accounting system, and related work as apparent or assigned. Work is performed under the general direction of the Finance Manager ("supervisor") or designee.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Aids in the preparation of the Annual Comprehensive Financial Report (ACFR), including technical footnote analysis and changes in financial position in conformance with generally accepted accounting principles (GAAP).
- Performs a variety of professional accounting duties including cost allocation, journal entry preparation, account analysis, internal auditing, cash management, bank reconciliations, and other special projects as assigned.
- Reviews, monitors, and recommends changes to internal controls and the City's accounting policies and systems in conformance with GAAP and the state's budgeting, accounting, and reporting systems (BARS).
- Provides technical accounting and internal system control assistance to other City accounting and management personnel.

- Establishes and maintains proper files, including sufficient documentation of journal entries and other work performed.
- Analyzes, reviews, and prepares a variety of complex financial statements and subsidiary reports related to specific functions; draws conclusions and makes appropriate recommendations to management.
- Assures compliance with laws, codes, and regulations governing regulatory and municipal accounting; maintains high standards of professional accounting and auditing.
- Compiles and summarizes complex financial data; reconciles accounts; processes, reviews, balances, and distributes various accounting reports.
- Prepares and maintains a variety of detailed and comprehensive records, files and reports; generates regular and special computerized reports related to assigned function; analyzes, prepares, and performs assigned accounting tasks related to the budget.
- Assists with utility bond debt financing; prepares financial forecasts and performance indicators; assists with the preparation of bond Official Statements (OS), communicates with underwriters, rating agencies, and bond counsel, as needed. Prepares and maintains debt service schedules for long-term debt, and ensures legal deadlines are met in regard to continuing disclosures.
- Prepares, reviews, and submits a variety of financial statements and reports for internal and external purposes.
- Communicates with other departments and outside agencies as required to resolve problems, provide information, explain accounting procedures, and discuss data anomalies.
- Provides daily cash analysis for the City's cash and investments. Reviews payroll for accuracy and completeness, and may conduct periodic internal audits within the department or City-wide.

## KNOWLEDGE, SKILLS AND ABILITIES

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### Knowledge of:

- Applicable federal, state, and local laws, rules, codes, and regulations related to assigned activities.
- Laws, rules, and regulations related to municipal accounting.
- City organization, operations, policies, and objectives.
- Generally accepted accounting principles (GAAP).
- Professional level accounting, information technology concepts and methods, and budgetary principles and practices.
- Analysis of complex financial statements and reports.
- Computer systems and applications related to accounting.
- Operation of a personal computer and complex spreadsheet programs.

- Research and analytical techniques, principles, and practices.
- Financial analysis and projection techniques.
- Information technology applications to accounting and auditing functions.
- Preparation of financial statements and comprehensive accounting reports.
- Cost of service and rate design principles.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques; including adequate documentation.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Public speaking techniques.

**Skills and abilities to:**

- Maintain accurate financial and statistical records.
- Verify, balance, and adjust accounts.
- Process and record accounting transactions accurately.
- Prepare and analyze comprehensive accounting reports.
- Utilize accounting and budgetary practices and terminology applicable to City accounting.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Perform a variety of professional accounting duties including financial analyses, forecasts, and benchmarking.
- Analyze and maintain complex financial systems.
- Analyze and prepare a variety of complex records, reports, and other financial documents, including comprehensive accounting reports.
- Prepare special reports and projects as assigned.
- Learn, read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Proficiently operate a personal computer to enter data, maintain records, and generate reports.
- Train and provide work direction to others.
- Provide technical expertise and information regarding accounting principles, practices, and policies.
- Develop, modify, and recommend improvements in existing accounting procedures and introduce new procedures to expedite system.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet critical time deadlines.

- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **SPECIAL REQUIREMENTS**

- Valid driver's license.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree with coursework in accounting, finance, or related field and three (3) years of experience in professional accounting, or an equivalent combination of education and experience.

## **COMPETENCIES**

### **Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.



## PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT







*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle, or feel, frequently requires repetitive motions and occasionally requires standing, walking, speaking, or hearing and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Authorization (for Archive)

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date