

CITY OF RENTON

CLASS TITLE: ACCOUNTANT (AC-2131)

BASIC FUNCTION:

Under the direction of an assigned supervisor this position will be responsible for balancing various daily revenues and expenditures, analyzing various revenue sources to include, but not limited to, business license, property, sales and gambling taxes, attend various local, regional and state meetings on various revenue sources; prepare and oversee reports as assigned, prepare various receivable statements such as business, gambling and other taxes, and edit and post revenue as assigned.

REPRESENTATIVE DUTIES:

- * Prepares and audits business license statements, gambling tax issues, and property tax information, using various electronic systems.**
- * Reviews cashier work sheets, and works through the supervisor and employee to improve operations.**
- * Determines, collects, issues, and accounts for various taxes and licenses due by Renton business owners. Answers direct phone calls and assists with public inquiries as appropriate and allowed by related laws, regulations, and policies.**
- Review and interpret federal, state, and other local regulations, laws and ordinances on issues related to business, gambling, sales and property taxes.**
- * Prepares audits of businesses using various software applications.**
- * Attends various meeting to represent Renton's fiscal interest.**
- * Writes and reviews journal entries.**
- * Balances bank accounts to general ledger.**
- * Reviews City operations for tax applicability.**
- * Responsible for GAAP Fund accounting duties in all funds; in particular responsible for all enterprise fund accounting.**
- * Works with State Auditor on the annual records.**
- * Coordinates all monthly and annual month end closings for accuracy and timelines.**

Performs related duties as assigned.

*** Denotes Essential Job Functions**

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Governmental budgeting and accounting principals and practices as prescribed by laws, regulations, authoritative pronouncements areas of responsibility to include working knowledge of BARS, and the established standards of professional organizations, accounting principles, practices and procedures.
- Methods, procedures, policies, rules and current practices affecting the development, maintenance and control of budgeting and accounting systems.
- Data processing applications related to accounting and auditing functions.
- State, City, and local government organizations, processes, operations, regulations, ordinances and laws
- Oral and written communication skills.
- Proficiency in spreadsheet applications including math, financial, and macro functions.
- Principles and practices of leadership, project management and problem solving skills.
- Internal accounting controls.
- City organization, operations, policies and objectives.
- Business and tax laws related to assigned area.
- Collection techniques

ABILITY TO:

- Maintain accurate financial records and reports.
- Analyze and reconcile the records and reports generated by accounting systems.
- Facilitate and lead inter-department project teams.
- Prepare financial statements on a cash and accrual basis.
- Meet schedules and timelines.
- Prepare reports including narratives, statistical charts, and layout.
- Establish and maintain cooperative and effective working relationships with internal staff, other departments, and the staff of the State Auditor's office.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Operate terminal, calculator, and personal computer, including spreadsheet, word processing and graphics software and other related office equipment.
- Explain accounting practices and concepts.
- Perform operations and program analysis and make appropriate recommendations.
- Provide instruction and assistance to other City departments in all financial areas.
- Work independently.
- Analyze various sources of information and reconcile inconsistencies.

- Interpret, apply and explain rules, regulations, policies and procedures.
- Understand complex rules, regulations and contracts from the IRS, State, City and employee unions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Accounting and six years of progressively responsible experience in accounting, cash management, auditing and budgeting. Including three years of government finance and management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State driver's license.

WORKING CONDITIONS:

Work is primarily performed in an office environment, Some overtime will be required, Some travel is required going to meetings and visiting business community.