

**CITY OF BURIEN, WASHINGTON  
POSITION DESCRIPTION**

**ACCOUNTANT**

**NATURE OF WORK:**

Under the direction of the Accounting Manager, the accountant performs a wide variety of financial and accounting activities such as job costing/project management accounting, grant accounting, fixed asset accounting, payroll and related legal reporting, employee benefits coordination, sales tax reporting & analysis, completion and filing of periodic tax returns, review and posting of cash and treasurer check transactions, and audit of petty cash funds. This individual must be able to work under time pressure to meet deadlines, be flexible and willing to do other tasks when needed, and have the ability to work without direct supervision. The individual must also exercise a considerable amount of judgment.

**ESSENTIAL JOB DUTIES**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily to reduce the risk of loss to city assets. This includes knowledge of city, state and federal laws and procedures governing public sector payroll and reporting requirements.

Takes responsibility for the accuracy of the job costing/project management accounting system. Maintains the computerized job costing system.

Takes responsibility for the accuracy and timeliness of the fixed asset system. Maintains the fixed asset database; including review of transactions, data input, and tagging of applicable assets.

Takes responsibility for the accuracy and timeliness of the payroll system. Maintains the computerized payroll system and individual master file for each employee. Processes employee personnel action forms initiated by the personnel director; adding new employees to the system; changing rates of pay; and maintaining the annual system changes.

Executes the mid-month draw and month end payroll process that includes but is not limited to, receiving, processing, and inputting timesheets; generating and reconciling monthly payroll reports; preparing and submitting monthly withholding payments and benefit payments; preparing and submitting quarterly and annual tax reports, and generating paychecks.

Responsible for new employee benefits orientation and notifying all employees of changes in benefit rules and requirements.

Monitors PERS and COBRA compliance, and coordinates the employee benefits implementation.

Acts as lead in the annual review, processing and reporting of IRS W2 and 1099M and the State's unclaimed property list.

Take responsibility for the accuracy and timeliness of accounts receivable: Maintains computerized accounts receivable system including set up and maintenance of fee codes and customer accounts and invoices for billings for services provided by City. Prepares and submits miscellaneous accounts receivable on interlocal agreements and grants

Under the supervision of the Accounting Manager, establishes and maintains the City's computerized general ledger accounting system, including the chart of accounts, fund structure, and reporting systems.

Generates monthly local sales tax distribution reports, analyzes the reports and communicates with the State Department of Revenue on businesses not paying sales tax.

Completes and files quarterly and annual tax returns (including reports and payments to state and federal agencies) on Leasehold tax, Combined Excise Tax, building code surcharges.

Reviews, reconciles, prepares and posts journal entries on monthly receipts from King County (ARMS reports) for property taxes, SWM fees, real estate excise taxes and other fees.

Reconciles a variety of accounting records including, but not limited to, cash activity in the claims and payroll clearing funds, bank statements/deposits and charge cards. Reviews and completes cash receipt and treasurers check journal entry postings.

Audits city petty cash funds. Prepares, posts and runs journal entries as required.

Assists in the preparation of annual budget and annual financial reports including CAFR.

Responds to requests for information and assistance from staff, councilmembers and the public.

Acts as backup for accounts payable, cash receipting, bank depositing, purchase order issuance, petty cash disbursement, and network backup and investing.

Performs other duties as assigned.

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

Ability to maintain financial records in accordance with applicable laws and regulations. This includes knowledge of Generally Accepted Accounting Principles (GAAP) and knowledge of governmental accounting principles and requirements of the Governmental Accounting Standards Board (GASB).

Knowledge of city government organization, functions, policies, and rules and regulations; state of Washington Budgeting, Accounting and Reporting System (BARS) Manual; and general accounting functions and practices (General Ledger, Fixed Assets, Payroll, Account Receivables and Accounts Payable) including grant accounting practices and requirements.

Proficient computer skills with advanced skill in Microsoft Excel and a thorough knowledge of Microsoft Word. Skill using Microsoft Access such as minor application programming is desirable to maintain records and generate reports.

Ability to work effectively with others:

to communicate clearly and maintain effective relationships with other employees, the general public, appointed and elected officials and other public and private agencies.

to greet the public and co-workers in a friendly manner and clearly convey a willingness to be of service and/or be open to resolving the situation at hand. Clearly explains self or

answers when necessary. Takes the time to ensure message is understood. Closes all contacts courteously and appropriately.

to be helpful; willing to negotiate schedule to accommodate another's needs; and willing to use both verbal and non-verbal behavior to show an open, accepting attitude.

Ability to exercise individual initiative and discretion in confidential matters and to respect confidential matters regarding other employees and councilmembers, especially as relates to the payroll function.

Ability to understand, interpret and efficiently carry out complex oral and written instructions; to work independently from general instructions and broad work expectations; and to develop procedures for work activities and carry work through to completion using own initiative with minimal supervision.

Ability to work efficiently in a fast-paced work environment with constant interruptions, to handle multiple tasks, and to meet deadlines.

#### **EDUCATION AND/OR EXPERIENCE:**

A baccalaureate degree in business administration, accounting or related field AND a minimum of four years of increasingly responsible experience in governmental accounting.. Must be bondable.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand for extended periods; see to read and analyze financial data; and hear and speak to exchange information. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in an office, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or interdepartmental contacts and pressure to meet timelines. The noise level in the work environment is usually moderate.