

CITY OF ISSAQUAH  
CLASSIFICATION DESCRIPTION

**ACCOUNTANT**

**SUMMARY:**

Positions in this class perform complex accounting tasks requiring a high degree of professional judgment in applying generally accepted accounting principles; conduct analyses of past and current accounting information; provide recommendations for corrective action and/or procedural improvements; provide technical assistance to other departments on accounting and related issues and performs other fiscal duties as assigned.

**SCOPE:**

**Reports to:** Deputy Finance Director

- Provides work direction and assistance to employees in the Accounting Technician and Staff Accountant classifications.
- Performs fully professional and technically difficult accounting functions.
- Provide recommendations regarding application of accounting principles and procedure

**DISTINGUISHING CHARACTERISTICS:**

Positions in this classification provide work direction and assistance to positions in the Accounting Technician and the Staff Accountant classes. Incumbents serve as an information source and technical advisor to other employees, and are given significant latitude for individual recommendations regarding the application of accounting principles and practices. These positions perform highly technical, specialized accounting functions, including research, analysis and forecasting. Positions at this level have responsibility for complex fiscal record keeping. Tasks require an in-depth understanding of the accounting structures used by the City and strong analytical skills. Incumbents exercise discretion and independent judgment involving the comparison and the evaluation of possible courses of action or making decisions after various possibilities have been considered.

**WORK ENVIRONMENT:**

Work is performed primarily in an office setting requiring sitting for extended periods of time and requiring hand/eye coordination to operate a computer and other office equipment.

**ESSENTIAL FUNCTIONS:**

- Operates automated system to input, update and revise data for various accounts; prepares payroll warrants; performs LID billing and receipts, revenue, expenditure, and general ledger posting; prepares B & O tax returns and business licenses; performs trial balances, posting of adjustments and controls; prepares penalty notices; generates reports; performs daily back-up of computer.
- Makes daily or periodic entries in appropriate journals, registers, ledgers, or other records,

assuring accuracy and balancing.

- Receives, accounts for, and safeguards cash, checks or other valuable as required in area of assignment and following established procedures; issues receipts; classifies and codes transactions. Balances and prepares bank deposits.
- Accumulates, calculates, posts, balances, and reconciles data for specific LID accounts and payroll, and checks, such as warrant registers; identifies, traces, and otherwise resolves discrepancies in accordance with procedures.
- Produces regular or special summaries, balances, or other reports as required when pertaining to area of assignment. Verifies completes summaries against source documents, which may involve statistical tabulations and calculations in accordance with established formulas and procedures.
- Develops and maintains follow-up system on reports or actions required on a periodic basis.
- Responds to a variety of departmental and public requests for information in person, by phone, or by mail relative to assigned function.
- May provide support for employee benefits.

**OTHER JOB DUTIES:**

- Assist in developing procedures and reporting formats to establish or improve specific accounting processes.
- Sorts, classifies, and codes entries and transactions in accordance with established departmental procedures, BARS and verbal instructions.

**QUALIFICATIONS:**

**Education and Training:**

Bachelor's degree in accounting, business administration or related field emphasizing accounting/finance course work, and three years progressively responsible professional accounting work, preferably in the public sector; or an equivalent combination of education and experience that would provide the required knowledge, skill and abilities.

**Licensing and Certification:**

Professional certification in an appropriate field is desirable.

**Knowledge, Skills, and Abilities:**

- Considerable knowledge of double-entry accounting principles and practices. General knowledge of governmental accounting and auditing practices.
- Knowledge of modern office practices.
- Numerical ability to perform arithmetic computations accurately and quickly.
- Ability to work under pressure and/or continual interruptions, and to deal with a variety of

deadlines of both an immediate and flexible nature.

- Ability to operate standard office equipment such as calculator, typewriter, and personal computer and to apply fundamental accounting principles to the keeping of account records and the preparation of financial reports.
- Ability to maintain effective working relationships with officials, staff, and general public.
- Ability to understand complex written and oral instruction.
- Ability to communicate effectively with the public and other employees, using tact, discretion and courtesy.
- Ability to formulate and design forms graphs and program spreadsheets.

*The statements contained herein reflect general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

<b>ORIGINATION DATE:</b>	January 1998
<b>REVISED</b>	January 2001 (title change to Accountant)
<b>EEO CATEGORY:</b>	Professional
<b>STATUS:</b>	Exempt
<b>CLASS CODE</b>	14213