

**CITY OF KENNEWICK
JOB DESCRIPTION**

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| Classification Title: | Accountant |
| Department: | Support Services |

Band: C Grade: 4 Subgrade: 2

FLSA: Exempt

Date Updated: August 20, 1992

Title of Immediate Supervisor: Accounting Supervisor

CLASSIFICATION SUMMARY

Under general direction, performs professional level accounting. Incumbents are responsible for maintaining journals, ledgers and other complex financial reports and for preparing related budgets, financial statements and analytical reports as required. This is a single level classification. It is not part of a series.

MISSION

The primary mission of all employees is to provide the citizens of the City of Kennewick with the most efficient and effective service possible. Salaries are paid by the taxes, revenues, and users fees collected from the citizens of Kennewick. Each employee is expected to treat all people with the courtesy and respect due them at all times.

ESSENTIAL DUTIES

FREQUENCY BAND/GRADE

1. Prepares various financial reports, statements and projections using guidelines of Generally Accepted Accounting Principles (GAAP) and governmental accounting concepts.

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| Daily 15% | C4 |
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2. Maintains journals, ledgers and other financial records, establishes financial status of various funds and reconciles discrepancies as needed.

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| Daily 15% | C4 |
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3. Accounts for grants, local improvement districts (LID) and related bond issues and other long term debt of the City; monitors related revenues and/or expenditures; analyzes available cash balances, computes total costs and submits reimbursement requests for grants, prepares annual debt service schedules and initiates bond calls in accordance with state law and city codes.

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| Daily 25% | C4 |
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4. Assists departments in preparing annual budget and projecting year end account and grant balances by extracting, analyzing and projecting financial records and statistical computations. Makes recommendations based upon results.

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| Annually 10% | C4 |
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5. Assists in the development of internal control procedures by identifying and notifying management of any discrepancies or inconsistencies and making recommendations for improvements.

Daily 5% C4

6. Maintains City's equipment rental system by inputting new and deleting retired/sold equipment, charging departments for equipment use to pay for maintenance and to increase replacement reserve. Completes various reconciliations and financial statements.

Daily 5% C4

7. Performs a variety of Human Resource related functions including enrolling employees in benefit plans, presenting new employee orientation with Human Resource Officer, updating payroll system with new hires, terminations and transfers, coordinating response to unemployment and other claims and auditing new hire salary and benefit rates for compliance with salary schedule and bargaining agreements.

Weekly 5% B2

8. Processes the City's payroll; maintains payroll records including taxes, insurance, retirement and accrued absences; reconciles payroll related accounts and authorizes/submits all payroll related reports and payments to various external agencies; and implements salary schedules and all related tax and benefit rate schedules in system to ensure compliance with all applicable federal and state laws, rules and regulations and all bargaining agreements and City personnel policies.

Daily 20% C

9. Performs other duties of a similar nature or level.

As Required

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance, business or a related field and two or more years of previous accounting experience involving the preparation of financial statements and reports and the interpretation and application of Generally Accepted Accounting Principles or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above..

PHYSICAL ACTIVITY/REQUIREMENTS

To perform the essential functions of the job, incumbents must be able to perform the following:

Reaching, fingering, grasping, talking, hearing/listening, seeing/observing, repetitive motions.

Sedentary Work: Exerting up to a 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.