

ACCOUNTANT

NATURE OF WORK:

Under general supervision, performs intermediate level professional accounting work, including the preparation of various financial reports per requirements established by the State of Washington.

EXAMPLES OF DUTIES:

The following duties are not inclusive of all duties and the incumbent performs other related duties as required:

- X Prepares various technical reports for excise taxes for the State of Washington and other state mandated monthly and quarterly reports; monitors changes in laws that impact the content and preparation of these reports.
- X Assists in maintaining the accuracy of the postings to the general ledger, including maintaining the chart of accounts in conformance with Washington State BARS requirements.
- X Assists in the preparation of monthly accounting journal entries for posting to the general ledgers of all municipal government funds to accurately reflect the distribution of income and expenses; maintains other fiscal records to support the reports issued by the department.
- X Prepares trial balances, balance sheets, income and cash flow statements; issues monthly budget reports to City management.
- X Responds to inquiries from other City departments regarding transactions included in their budget reports; assists other departments in understanding and following Finance Department procedures to assure proper recording of these transactions.
- X Assists in various daily and monthly cash management and banking activities and maintains appropriate detail records.
- X Prepares reports related to accounts receivable, accounts payable and payroll. Assures the balance sheet accounts related to these transactions are properly reconciled.
- X Responsible for maintaining subsidiary ledgers for grants and LID's and reconciling to the general ledger.
- X Accounts for receipts and expenditures, bonded indebtedness and fixed assets.
- X Maintains and reconciles records for materials inventory, fleet maintenance, fixed assets and depreciation. Distributes materials, labor and equipment costs to appropriate accounts.
- X Assists in preparation of annual City-wide budget and year-end financial statements.

PHYSICAL LIMITATIONS Requires sitting at a desk for extended periods of time; use a PC work station for extended hours; lift up to 25 pounds on occasion.

Accountant

DESIRABLE QUALIFICATIONS:

Education: Graduation from an accredited college or university with a 4-year degree in accounting.

Experience: A minimum of one year professional level accounting experience, preferably in a public agency.

Possession of a valid Washington State driver's license at the time of appointment, or the ability to acquire one within thirty (30) days, and a driving record acceptable to the City's Risk Manager.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- X Municipal financial accounting, including Budgeting, Accounting and Reporting System (B.A.R.S.).
- X Modern principles, methods and practices of professional accounting.
- X Payroll and office procedures related to financial accounting.
- X Data processing needs and requirements as it relates to establishing accounting systems and procedures.

Ability to:

- X Prepare accurate and detailed financial and statistical reports per requirements of the State of Washington.
- X Establish effective financial reporting systems and procedures.
- X Effectively communicate with user departments and establish working relationships with fellow employees.
- X Meet deadlines and establish objectives as assigned relative to financial reporting and other work assignments.
- X Apply accounting principles and methods in preparation of reports, journal entries, record control, accounts receivable, and other related activities.
- X Establish and maintain effective working relationships with fellow employees and the general public.
- X Communicate, read, write and understand English at a level necessary for efficient job performance.

Effective Date: 1997

Date(s)  
Amended: June,  
2001  
July, 2001

Representation: AFSCME Local #1619

Department: Finance Department

APPROVAL SIGNATURES:

Department \_\_\_\_\_ Head:

\_\_\_\_\_ Date  
\_\_\_\_\_

City Manager:

\_\_\_\_\_ Date  
\_\_\_\_\_

Human Resources Mgr.

\_\_\_\_\_ Date  
\_\_\_\_\_

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