



City of Klamath Falls

Position Description

Position: Junior Accountant	Group: Non-represented
Department/Site: Finance and Business Services	FLSA: Exempt
Evaluated by: Finance Manager	Salary Grade: 119

Summary

Under the supervision of the Finance Manager, the Junior Accountant is an exempt position under FLSA and is responsible for meeting established deadlines throughout the month, quarter, and year. The Junior Accountant performs complex technical work involved in the preparation and maintenance of City payroll records and reports. Prepares and participates in maintaining a complete set of financial records. Performs backup to other divisional positions with responsibilities similar in function. An employee at this level is also assigned special projects and other duties of an accounting nature by the Finance Manager. Performs related duties as required.

Distinguishing Career Features

The Junior Accountant is a non-supervisory position that assists the Finance Manager in administering the overall operations of the City's established mission and goals. The incumbent is accountable for the efficient and effective operations of day-to-day payroll and related accounting functions. Advancement to this position requires compliance with the qualifications of the position and a demonstrated ability to process payroll in conjunction with all related processes. This class is distinguished from the next higher classification of Accountant, which participates in and may oversee processing complex accounting transactions.

Essential Duties and Responsibilities

- Uses Microsoft Excel and ERP system to process, balance and distribute monthly payroll including benefits, voluntary deductions, and taxes.
- Verifies and processes employee, salary, benefit, tax and other deduction changes.
- Reviews time sheets for accuracy.
- Reconciles and completes payroll related reports such as federal and state quarterly reports, PERS, W-2's, ACA, garnishment, and other deduction/contribution reports.
- Reviews and analyzes accounting transactions processed by others for accuracy, proper account coding or classification allocation.
- Provides customer service to all employees.

- Responsible for archiving necessary documentation of duties performed and ensuring data integrity.
- Performs reconciliations quarterly and at year-end in preparation for the annual audit.
- Performs various work papers in support of the City's Annual Comprehensive Financial Report (ACFR).
- Assists in the biennial budget process.
- Participates in the development and enhancement of policies and procedures.
- Completes special projects assigned by the Finance Manager.
- Performs other duties as assigned that support the overall objective of both the position and the Finance Department.

Qualifications

- **Knowledge and Skills**

The position requires specialized professional-level knowledge of payroll accounting and related financial record keeping. Requires in-depth knowledge of Generally Accepted Accounting Principles (GAAP) and procedures for municipal entities. Requires thorough knowledge of digital database systems that apply to payroll accounting applications. Requires knowledge of audit procedures and development of accounting controls. Requires well-developed human relations skills, sufficient to communicate technical concepts to others and provide excellent customer service. Requires skill in writing professional communications and reports. Requires math skills to perform payroll accounting and basic bookkeeping practices. Required knowledge of payroll processes, procedure, state and federal payroll law and accounting. Requires skill in using basic office equipment such as calculator, photocopier, scanner fax machine and computer keyboard; ten-key by touch and Microsoft Office Suite. Skill in using accounting/payroll software. Skill and ability to learn vendor and other government software systems.

- **Abilities**

Requires the ability to carry out all aspects of the position. Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; compute rate, ratio and percent; read analyze, and interpret, technical journals, financial reports, and related documents; respond to inquiries from the public and members of the business community; write simple correspondence; effectively present information one-on-one or in small group situations to other employees or the organization; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations. Requires the ability to perform work independently and meet deadlines.

- **Physical Abilities**

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires ambulatory ability to retrieve files and stand at a counter for customer service transactions. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Specific vision abilities

required by this job include close vision and the ability to adjust focus. Requires auditory ability to carry on conversations over the phone and in person. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 pounds.

- **Education and Experience**

The position requires an Associate's Degree in Accounting, or equivalent experience performing accounting with a governmental entity; five (5) years of progressive experience working with the public, with demonstrated skills in customer relations; and two (2) years of experience troubleshooting accounting/data processing systems.

Prior payroll experience is desirable.

- **Licenses and Certificates**

Possession of or ability to obtain within 30 days of hire a valid Oregon driver's license.

- **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.