



## **City of Klamath Falls**

## **Position Description**

Position: Accountant	Group: Non-represented
Department/Division: Finance & Business Services	FLSA: Exempt
Evaluated by: Finance Manager	Salary Grade: 121

### **Summary**

Performs professional accounting work, including areas of internal controls, external audits, payroll, AP/AR, and other financial reporting. Develops, prepares, and participates in maintaining a complete set of financial records. Participates in and may oversee processing complex accounting transactions and performs backup to other divisional positions with responsibilities in similar functions. This is a non-supervisory position.

### **Distinguishing Career Features**

The Accountant is an intermediate level position. Advancement to this position requires compliance with the stated education and experience qualifications with demonstrated ability to prepare consolidated financial statements, develop financial estimates, perform statistical computations, reconcile and review the work of others, and prepare basic audit reports. Advancement to Finance Manager requires the ability to develop and implement accounting controls as well as in-depth knowledge of accounting systems; and must meet all education and experience requirements.

### **Essential Duties and Responsibilities**

- Reviews and analyzes accounting transactions processed by others for accuracy, proper account coding or classification allocation.
- Performs a wide variety of account analysis and resulting journal entries for the preparation of financial statements.
- Assists in the development of financial policies and procedures and monitors organizational and departmental compliance.
- Provides technical assistance to departments and divisions to ensure accurate and timely preparation of financial information and reports.
- Maintains and reviews general and subsidiary ledgers.
- Assists in analysis and budget development; assists with preparation of the Annual Comprehensive Financial Report (ACFR).

- Prepares and distributes documents and schedules to support the budget planning and development process. Provides training and technical assistance to the staff which are researching and preparing department and/or program budgets.
- Coordinates and participates in input of budget data. Analyzes budget reports to assure expenditures do not exceed appropriations.
- Assists internal and external auditors with the review of financial records and transactions.
- Assists in the collection, custody, and disbursement of City funds.
- Maintains current knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) compliance issues.
- Approves requisitions for purchases orders for procurement of goods and services.
- May perform all payroll processing functions.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

The position requires professional specialization and thorough technical knowledge associated with generally accepted financial accounting principles and practices for municipal accounting. Requires a working knowledge of audit requirements including schedules and documentation; automated accounting systems and relational databases; and laws governing accounting transactions and financial reporting. Requires well-developed language and writing skill to prepare procedures and reports. Requires sufficient business math skills to perform algebraic and statistical computations; human relations skills to exercise patience and discretion in communications with others inside and outside the department, and to communicate technical concepts to others. Requires skill in: reconciling bank statements; analysis and preparation of financial reports; preparation of budget and ACFR; communicating effectively; reviewing reports and making needed corrections; and establishing and maintaining effective working relationships with others.

- **Abilities**

Requires the ability to analyze, reconcile and prepare clear and concise financial reports; review reports and make needed corrections; read, analyze, and interpret technical journals and related documents; respond to inquiries from the public and members of the business community; work with mathematical concepts such as probability and statistical inference; apply mathematical concepts in practical situations; define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- **Physical Abilities**

The employee is regularly required to sit, stand, and walk. Requires sufficient hand-eye-arm coordination to use a computer keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers, including close vision and the ability to adjust focus. Requires auditory ability to carry on conversations over the phone and in person. The employee must occasionally lift and/or move up to 20 pounds.

- **Education and Experience**

The position requires a bachelor's degree in Accounting or other applicable business field and two years' experience in a responsible accounting/auditing capacity. An associate's degree in accounting or related field plus a minimum of six years of experience may be substituted. Preferred experience in municipal accounting; preparing a ACFR; and use of governmental software applications.

- **Licenses and Certificates**

Requires a valid Oregon driver's license.

- **Working Conditions**

Work is performed indoors in an office environment where minimal safety considerations exist. The noise level in the work environment is usually quiet.

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.