



respect - Communication - Integrity - Teamwork - family

## ACCOUNTANT

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**DEPARTMENT/DIVISION:** Finance

**GRADE:** NR-7

**GROUP:** Non-Represented

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** January 1, 2016

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### **SUMMARY**

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An employee in this position performs professional accounting work in the maintenance of computerized financial records which includes, but is not limited to, the areas of internal control, external audits, payroll, AP/AR, and financial reports. The position is also responsible for backup to other clerical and professional positions with responsibilities in similar areas. Performs related duties as required.

In addition to the necessary technical skills, this position requires skills in written and verbal communication, computer literacy, data analysis, time management, resource allocation, project management, problem solving, teamwork and strong interpersonal skills.

### **EXAMPLES OF DUTIES**

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Duties may include but are not limited to the following:

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 compliance.

May assist in that analysis and preparation of budget and CAFR.

Maintains general and subsidiary ledgers.

Assists with financial management requirements for grants. Responsible for monthly, quarterly and annual reporting.

Assists in the collection, custody, and disbursement of City funds.

Assists with auditing requirements.

Provides technical assistance to departments and account clerks to ensure accurate and timely preparation of financial information and reports.

Issues purchase orders for procurement of goods and services.

## **SUPERVISORY RESPONSIBILITIES**

This is a non-supervisory position. This employee may be expected to periodically give direction and assistance to other Finance Department employees.

## **QUALIFICATION REQUIREMENTS**

### Education and/or experience:

Bachelors' Degree (B.S.) from a four-year college or university with a major in accounting or a related field is preferred. Experience may be substituted with a minimum of 8 years in an accounting environment or equivalent experience and some college level accounting coursework.

### Desired:

Knowledge of GASB statements; municipal accounting; experience in preparation of CAFR; knowledge of Oregon budget law and OMB circular A-133; and experience with governmental software applications and Microsoft office applications.

## **KNOWLEDGE, SKILLS and ABILITIES**

The requirements listed below are representative of the knowledge, skill and/or ability required.

### Knowledge of:

Governmental accounting, auditing, and financial reporting principles and practices; knowledge of Oregon budget law and OMB 133; Governmental budget preparation and analysis; and advanced knowledge of Microsoft Office Suite.

### Skill in:

Reconciling bank statements; analysis and preparation of financial reports; preparation of budget and CAFR; communicating effectively; reviewing reports and making needed corrections; and establishing and maintaining effective working relationships with others.

### 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 DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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 climb or balance; and stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The duties of this position are performed in a temperature-controlled, well-lit office environment.

The noise level in the work environment is usually quiet.

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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.

