



respect - Communication - Integrity - Teamwork - family

SENIOR ACCOUNTANT/FINANCIAL ANALYST

DEPARTMENT/DIVISION: Finance

GRADE: NR-8

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: October 2016

SUMMARY

Under the general direction of the Accounting Manager and the Support Services Director, an employee in this position performs professional and advanced accounting and financial analysis. Work in the maintenance of financial records includes, but is not limited to, the areas of investments, grants, capital assets, inventory, work orders, cash management, debt, property taxes, and financial reports. Financial analysis is completed to support various operating divisions within the City as required. The employee is actively involved in the preparation of the budget, audit working papers and completion of the annual financial statements. 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

Works in a team that covers all the accounting and finance responsibilities for the City, duties may include those listed below, but are not limited to the following:

Performs a wide variety of account analysis, journal entries, final schedules and reports for the preparation of various Financial Statements, the Comprehensive Annual Financial Report, & the annual or supplemental Budgets in which this position is actively involved.

Maintains general and subsidiary ledgers, monitors inventory and fixed asset systems, assists with grant applications and financial management requirements; responsible for monthly, quarterly and annual reporting required by various financial procedures or processes.

Responsible for the management of the City's cash through various investment channels; prepares reports to track activity and ensure compliance; maintains relationships with the outside investment advisors and operations professionals; prepares quarterly reports for the City Council.

Performs financial analysis of business processes to help operating managers in improving efficiency and controlling costs.

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:

Typically the candidate will have 5+ years in an accounting environment or equivalent experience. Bachelor's degree (B.S.) from a four-year college or university with a major in finance, accounting, or similar fields.

Desired:

Knowledge of GASB statements; municipal accounting; experience in preparation of CAFR; knowledge of Oregon budget law and federal grant requirements; and experience with governmental software applications and Microsoft office applications. CPA or Advanced Degree preferred.

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 Circular 133 Uniform Guidance; Governmental budget preparation and analysis; financial analysis of business processes and application to improve operating efficiency or control costs, and advanced knowledge of Microsoft Office Suite.

Skill in:

Analysis and preparation of financial reports; preparation of budget and CAFR; communicating effectively; reviewing reports and making needed corrections; flowcharting of business processes linked to the financial impacts of decisions, and establishing and maintaining effective working relationships with others.

Ability to:

Analyze, reconcile and prepare clear and concise financial reports or management 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.

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.

