

 **City of Pendleton**

 **Job Description**

 **Accountant**

|  |  |
| --- | --- |
| **Department**: Finance  | **FLSA**: Exempt-Executive & Professional |
| **Reports to**: Finance Director  | **Representation**: Unrepresented |
| **Pay Range**: Supervisory Scale, Range 4  | **Date**: November, 2018 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Supervise the day-to-day operations of finance and accounting functions, including utility billing, accounts payable/receivable, and payroll. Overall responsibility for managing the staff and programs of the Accounting division and Municipal Court. Act as Finance Director in his/her absence.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose. Describe the various tasks performed on the job which are critical to the successful performance of the job* ***or*** *occupy more than 5 percent of your time. Group tasks which require similar skills/knowledge together. Describe them in such a way as to be clear to someone who does not understand the work performed.)*

1. Accounting Maintains the general ledger, including the related data entry reconciliations, and reporting; develops audit schedules and other reports; assists external auditors; prepares monthly, quarterly and year-end financial reports and statements as required.
2. Technology Direct, plan and coordinate the testing, installation and deployment of all new financial system software. Implements accounting software changes including adding merchant accounts, installing credit card terminals, maintaining project accounts, maintaining users, troubleshooting issues with software.
3. Manage Operations Directs day-to-day activities of Finance and Court Departments; provides technical assistance as required. Initiate, plan, organize, evaluate and review internal accounting controls and procedures and ensure that all transactions are appropriately reflected in the accounting system and are consistent with generally accepted accounting principles. Assists in developing and implementing new accounting techniques and systems or in modifying existing methods and procedures.
4. Supervisory Manage staff to ensure City goals and objectives are met. Plans, prioritizes, assigns, supervises, and reviews the work of Finance and Court staff; coordinates staff scheduling and work flow to facilitate completion of tasks in an efficient and timely manner; determines staff training needs and provides necessary training. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer. Provide employees with basic job training and safety instruction. Ensure employees are held to departmental safety standards. Develop safe work habits and follow all required safety policies, procedures and techniques.
5. Purchasing Card Program Maintain users and accounts for purchasing card program and troubleshooting issues with Purchasing Card website. Monitoring purchasing card program to ensure compliance with policies and procedures.
6. Evaluation Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.

2. May perform ancillary tasks typically done by staff such as:

* Reconcile bank accounts
* Bills and monitors miscellaneous account receivable balances
* Reconcile Transient Room Tax (TRT) payments and ensures compliance with TRT ordinance
* Report and maintain City’s unclaimed property

3. Perform related duties of a similar scope and nature.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

Is distinguished from the Accounting Supervisor position by lack of advanced administrative functions such as planning, goal setting, legal compliance, policy development, etc., and by having lesser experience requirements.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1**. Education & Experience**

1. Bachelor's degree from an accredited college or university with major course work in business administration; and
2. Three (3) years progressive experience in bookkeeping or accounting; prefer two years in a public, nonprofit agency using a modified accrual accounting system;
3. Any satisfactory equivalent combination of education and experience.

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Bachelors Degree from an accredited college or university is required. Degree must include major course work in business administration or a closely related field; or
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[ ]  1 – 3 years

[x]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Three (3) years progressive experience in bookkeeping or accounting; prefer two years in a public, nonprofit agency using a modified accrual accounting system.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

**3. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of generally accepted accrual and modified accrual accounting practices and procedures, generally accepted financial reporting requirements for governmental entities, and accounting methods.
2. Knowledge of computer systems and operations, including spreadsheet, data base, and word processing software.
3. Ability to supervise, train, evaluate and coordinate activities of employees.
4. Ability to establish and maintain cooperative working relationship with those contacted in the course of work.
5. Knowledge of City policies, procedures, regulations, and codes related to facility maintenance and repair.
6. Knowledge of safety standards, practices and procedures applicable to area of assignment.
7. Ability to work independently in the absence of supervision.
8. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisor, patrons/clients, etc., attend meetings and training.
9. Ability to establish and maintain effective working relationships.
10. Ability to work as a team member.
11. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
12. Ability to perform the essential functions of the job

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Car/pickup/van/SUV

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: Senior Account Clerks, Municipal Court Clerks, Account Clerk or Cashier positions.
2. This position reports to Finance Director. Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [x]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[ ]  Controversial

[x]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[x]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[x]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.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 individuals with disabilities to perform the essential functions.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Light .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[ ]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [x]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[x]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: November, 2018

Adopted: November, 2018

Revised: August, 2020

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Acknowledgement/Date Supervisor Approval/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.