

CITY OF OAK HARBOR

JOB DESCRIPTION

Title: *Accountant – Internal Auditor*
Department: *Finance*
Reports to: *Finance Director*
Status: *Exempt / Non-union*

Job Summary:

Coordinate and perform professional accounting services involving matters such as the general ledger, new accounts, internal audit, accounting security, and the finance department's automated accounting systems; provide professional accounting services to the various City Departments and collect, analyze and communicate financial information. Individuals assigned to this position are expected to apply a fundamental knowledge of generally accepted accounting principles and practices to regular, recurring and varied work situations involving professional determinations.

Essential Job Functions:

1. Collect, prepare, post and retain monthly journal entries. Balance journal entries, at the fund level, and distribute monthly financial reports to the City users.
2. Maintain the City's outstanding check registers for Accounts Payable, Payroll and Treasurer's Checks.
3. Reconcile all City cash accounts to the general ledger on a monthly basis. Retain reconciliations and bank records in orderly fashion.
4. Administer and maintain the City's chart of accounts and with responsibility for matters such as setting up new accounts.
5. Assist in the development of the City's Annual Financial Report and supporting statements.
6. Establish and maintain effective and cooperative working relationships with City officials and department heads, co-workers, supervisors and the general public using good judgment to handle customer complaints, respond to inquiries and resolve concerns in a positive and timely manner using tact and courtesy, sometimes under stressful situations.
7. Coordinate and perform utility and other rates studies and assist in the review of ordinances, and development of updated rates, depreciation schedules and financial analysis of the City's proprietary funds.
8. Coordinate and perform internal audit, systems audit, and other internal control and security related functions and assist in the maintenance of the City's automated software and computer stations. Also ensure back up and retention of network, server, and other data.
9. Assist in development, implementation and maintenance of the City's internal control matrix.
10. Assist in day-to-day training and coaching and be a resource to department staff when required.
11. Coordinate and perform a variety of ongoing and ad hoc accounting professional and technical duties such as auditing departmental and finance accounts, reconciling bank statements, auditing sales tax, business licensing, or contract administration.

Associated Job Functions:

1. Attend various continuing education meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of generally accepted accounting principles and the fundamental theories in accounting and finance.
- Basic knowledge of automated accounting information systems.
- Written skills, oral communications skills and ability to compose complex correspondence and reports as well as ability to research, organize and compile data into meaningful reports. Thorough knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to solve problems and provide a decision and/or recommendation and to communicate complex information orally and writing.
- Ability to work under the pressure of multiple projects and deadline situations.
- Ability to perform work activities neatly and accurately.
- Ability to work independent of specific instruction but in conformance with established practices and procedures.

- Ability to utilize standard office equipment including personal computer and associated City and department-specific software.

Working Environment and Physical Demands:

Work is performed in an office environment and requires the ability to sit or stand for extended periods of time and access all areas of the facility including stairs. Work requires eye/hand coordination and manipulation skills to operate a personal computer, telephone, and other equipment; normal range of hearing and visual acuity, and occasionally moving items in excess of 25 pounds.

Experience and Training Requirements:

- Bachelor's Degree or equivalent in Accounting, Finance or related discipline *and*
- Two (2) years professional work experience in accounting, general ledger, IT, and internal audit experience, preferably in a government setting.
- Certification as a CPA or CMA is desirable.
- Excellent computer operation skills and experience with a variety of software programs including Microsoft Office applications, database, customized and menu-driven programs. Strong MS Excel and MS Word skills required.
- Valid Washington State driver's license or otherwise establish the ability to perform the job in an equally efficient manner without driving.
- Must pass driver's abstract and background check to include credit check to be bonded.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: Hulbert 95

FLSA: Exempt

Revised: 5/02, NWM/HR 10/03, 02/07, HR 7/10, HR 2/13, HR 5/15

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.