

CITY OF OAK HARBOR

JOB DESCRIPTION

Title: *Accountant - Financials*
Department: *Finance*
Reports to: *Finance Director*
Status: *Exempt /Non-union*

Job Summary:

Coordinate and prepare the City's consolidated financial statements, required supplementary information and monthly financial reports. Provide professional accounting services, analysis and reports to assist various City Departments. Analyze financial status of City funds and prepare journal entries to record financial transactions. Responsible for ad hoc projects such as bond issue documentation, fixed asset records, grant administration, City investment portfolio accounting and other financial accounting duties as assigned.

Essential Job Functions:

1. Coordinate and prepare the City's comprehensive annual financial report including statements such as the balance sheet, income statement, budgetary comparison statement, statement of cash flow, statement of net assets and statement of activities. Prepare other financial spreadsheets and data flow projections during the year to support annual report requirements.
2. Participate as a member of the audit team during the City's annual audit with members of the State Auditor's Office.
3. Perform various treasury and finance related matters to assist in maintaining the City's investment portfolio and bank accounts. Perform duties such as recording purchases, maturities and calls, computing interest earned on various investments and reconciling the City's bank accounts.
4. 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.
5. Serve as a financial resource to other City departments and perform duties such as preparing profit and loss statements, reconciling general ledger accounts, preparing journal entries to record financial transactions, and researching budgetary variances.
6. Prepare monthly budget variances and progress reports for the Finance Director.
7. Coordinate and perform ad hoc projects such as those required for documentation on bond issues, fixed asset records, short-term liability assessments and year-end liability entries or employee salary statistics.
8. Assist in the maintenance, updating and conversion of the City's financial software modules.
9. Assist in the development, implementation and maintenance of the City's internal control matrix and oversee the chart of accounts.
10. Accurately maintain and submit quarterly and annual reporting records such as Labor & Industries, Unemployment, Internal Revenue Service and employee W-2 Reports.
11. Assist in day-to-day training and coaching and be a resource to department staff when required.

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 governmental generally accepted accounting principles and fundamental theories as they pertain to accounting and finance.
- Knowledge of automated accounting information systems.
- Knowledge of technical accounting, financial management, investment, audit and tax practices in a government environment utilizing the municipal accounting systems.
- Written skills, oral communications skills and ability to compose complex correspondence and reports as well as ability to Thorough knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.research, organize and compile data into meaningful reports.
- Ability to solve problems and provide a decision and/or recommendation and to communicate complex information in person and in writing.

- Ability to work under the pressure of multiple projects and deadline situations.
- Ability to perform work activities neatly, accurately and maintain confidentiality.
- Ability to work independently of specific instruction but in conformance with established practices and procedures as well as the ability to assist in day-to-day training and supervisory functions.
- Ability to utilize standard office equipment including personal computer and associated City and department-specific software.

Work 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 in Accounting, Finance or related discipline **and**
- Three (3) years professional work experience in accounting, finance or related field, preferably in a government setting.
- Certification as a CPA or CMA is preferred.
- Excellent computer operation skills and experience with a variety of software programs including Microsoft Office applications. 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: 6/06, Finance/HR 6/06, 02/07, HR 07/10, 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.