

CITY OF MILWAUKIE

CLASSIFICATION: ACCOUNTANT

Department: Finance
Location: City Hall

Grade Number: 13(63)
Union: AFSCME

FLSA: Non-exempt
EEO Category: 2 - Professional

DESCRIPTION:

Performs technical and professional accounting work in maintaining the fiscal records and systems of the City. Maintains accurate financial ledgers and records for the City according to generally accepted accounting principles. Provides back up for accounts payable, payroll, utility billing and business licenses. May review work prepared by Accounting Technicians for purposes of internal control and policy compliance. This position may also have responsibility for a program area such as accounts receivable. This classification is distinct from the Accounting Technician classification by the complexity of accounting principles and practices. This position reports to the Assistant Finance Director.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reconciles and balances general ledger accounts to the various subsystems; assures expenditures and receipts are accounted for properly; corrects miscoding and adjusts individual accounts; assures internal controls of subsystems are operating properly; maintains and adjust financial subsystem as needed.
2. Maintains monthly, quarterly and yearly reconciliation of the various general ledge accounts. Verifies accuracy and completeness of the general ledger.
3. Designs and develops spreadsheets for various reports.
4. Participates in the year end closing; prepares schedules; obtains information for and provides assistance to external auditors, as needed; reconciles accounts for proper reporting; prepares audit work papers.
5. Monitors and reconciles the City's bank accounts.
6. Performs accounting studies; analyzes data; makes recommendations based on findings; prepares correspondence and technical accounting reports.
7. Prepares and reconciles bank deposits, recounts cash drawer and reconciles any differences.
8. Prepares, creates, approves, enters and reviews journal entries.
9. Responds to variety of departmental and public requests for information; researches and provides requested information or service.
10. Maintains varied and complex records associated with accounting functions such as accounts receivable . Audits financial records for accuracy, posts and reconciles journals, and registers logs and other records on a daily or periodic basis. Resolves discrepancies of a routine and non-routine nature.
11. Provides backup to utility billing, payroll, and accounts payable. Assists with cash posting of water receivables, preparing delinquent notices and counting cash drawer as needed.
12. Covers at the main reception area as needed.
13. Maintains positive public relations with customers and is responsive to customer needs.
14. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
15. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**
 - a) **Education:**
 - i) Bachelors degree from an accredited college or university with a degree in accounting or business administration, or closely related field including advanced government accounting coursework; or
 - ii) Any equivalent combination of education and experience.
2. **Prior Experience:**
 - a) **Work Experience:**
 - i) Three years of progressively responsible experience in accounting; or
 - ii) Any equivalent combination of education and experience.
 - b) **Necessary Knowledge, Skills and Abilities:**
 - i) Knowledge of governmental accounting principles, practices, methods, and procedures.
 - ii) Knowledge of governmental auditing procedures and budgeting principles.
 - iii) Knowledge of billing procedures, journal entries, reconciliation process.
 - iv) Knowledge of computer applications and uses for accounting activities.
 - v) Knowledge of accounting systems.
 - vi) Knowledge of office procedures.
 - vii) Ability to accurately classify, maintain and reconcile general ledger accounts.
 - viii) Ability to compile and prepare clear reports of a technical nature and their summaries.
 - ix) Ability to provide technical support in the area of accounting to departments.
 - x) Ability to create spreadsheets and complete arithmetical computations accurately and rapidly.
 - xi) Ability to resolve accounting issues and discrepancies.
 - xii) Ability to establish and maintain effective working relationships.
 - xiii) Ability to work as a team member.
 - xiv) Ability to perform the essential functions of the job.
3. **Special Requirements:**
 - a) Must be able to pass the department's security clearance standards.
4. **Tools and Equipment Used:**
 - a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base and specialized accounting applications, calculators, and telephones.
5. **Supervision:**
 - a) This is not a supervisory classification.
 - b) Operates under the general direction and supervision of the Assistant Finance Director.
6. **Communications:**
 - a) Regular contact with general public, other departments, and other government entities.
 - b) Communications are moderately complex and may be confidential in nature. May have access to confidential materials and communications.
7. **Cognitive Functions:**
 - a) Work is performed highly independently with little direction. Some policies/procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
 - b) Most problems are quite difficult with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.
 - c) Some policies and procedures exist however determine own practices and procedures by contributing to the development of new concepts and procedures.

8. **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.

- a) Work is performed in office settings with extensive sedentary work at a computer workstation.

9. **Resource Accountability:**

- a) This classification does not have decision making authority over a budget but does have large responsibility for proper accounting of all City financial and fixed assets.

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: 06/02/98
Adopted: 07/01/98
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