

# CITY OF ORTING

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## JOB DESCRIPTION

Job Title: Senior Accountant

Department: Finance

Reports to: City Treasurer

### **SUMMARY DESCRIPTION**

The Senior Accountant is a full-time Fair Labor Standards Act non-exempt, non Civil Service accounting position. A typical work week is Monday through Friday, 8am to 5pm with periodic attendance at weekend and evening meetings or events. The incumbent in this position is subject to a six (6) month probationary period. This position is part of a bargaining unit represented by the American Federation of State County and Municipal Employees (AFSCME) Local 120.

Under the general supervision of the City Treasurer, the Senior Accountant performs at a fully skilled level a variety of responsible duties to prepare, maintain, and reconcile accounting, budget and other fiscal records and data. Specializes in accounts payable, and prepares financial reports and other city wide accounting help as requested, The Senior Accountant acts as a backup to the HR clerk and helps with other accounting functions as requested by the City Treasurer.

### **REPRESENTATIVE DUTIES**

Duties may include, but not be limited to, the following:

1. Manages Accounts Payable
2. Monitors Accounts Receivable
3. Warrant Redemption
4. Monthly bank statement reconciliation
5. Monitors Payroll processing
6. Prepares warrants, records in ledgers and balances to financial reports
7. Process quarterly utility invoice for Pierce County Library
8. Maintains current vendor list
9. Reviews transactions for compliance with the City's purchasing policy
10. Prepares annual 1099 tax forms
11. Communicates with customers or others in person or via telephone
12. Provides training for payroll functions and implementation when needed
13. Addresses questions from citizens and assists with problems, complaints, and service concerns
14. Maintains a computer record of all department transactions, and generates a variety of financial reports based on this data
15. Receives payments into the City Treasury, posts to receipts ledger and balances monthly financial reports
16. Acts as backup to the cemetery manager on an as needed basis
17. Assists in the records management process to include filing, archiving and destroying documents when they have reached the end of their life. The process shall be per the Washington State records retention schedule(s), as amended, and any City policies related thereto.
18. Performs routine office tasks as required

19. Performs computer data entry, word processing and produces excel spreadsheets as requested by the City Treasurer

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

#### **Knowledge of:**

- Advanced knowledge of Payroll and Accounts Payable procedures
- Knowledge of Microsoft Word, Excel and Governmental accounting software
- Knowledge of the Washington State Auditor's Office BARS Manual

#### **Ability To:**

- Ability to work on multiple projects simultaneously in a fast-paced and challenging environment.
- Ability to follow projects to completion and meet deadlines

### **Education and Experience Guidelines**

Any combination and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

A high school or equivalent diploma and the ability to read write and comprehend at a level necessary for successful job performance.

Two (2) year degree in accounting desired. Supplemental college level course work in accounting, or a related field is desirable.

#### **Experience:**

Four (4) years' experience in governmental accounting, experience in customer service/public relations desired, background in the use of standard office machines and equipment.

#### **License or Certificate:**

Must possess and maintain a valid Washington State driver's license with driving record free from serious or frequent violations.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed in an office setting. Close and constant work with computers exposes the individual to normal emissions from the computer monitor and repetitive motion tasks. The work area can be noisy at times.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; walk, stand or sit for prolonged periods of time; light lifting and carrying up to 25 pounds; bending, stooping, kneeling; operating motorized equipment and vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

**REASONABLE ACCOMMODATIONS**

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.*

*The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.*