

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Accountant/Budget Analyst
Department: Finance
Division: NA
Date: July 7, 2022

Job Code Number: 405
Grade Number: 16
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Performs technical and administrative budgetary and accounting work in maintaining fiscal records and systems, and assisting in the development and monitoring the annual budget of the City.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

None Generally. May supervise accounting technicians or other part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates with City department personnel to provide information and assistance regarding the budget process.

Develops improved procedures and methods to be followed by departments in presenting their budget requests.

Reviews, approves, and maintains cumulative cost data on contracts as assigned.

Reviews, analyzes, and compiles on assigned Spokane County or other contract data to determine feasibility of performing activity by the City of Spokane Valley.

Compiles, analyzes, and interprets confidential and sensitive financial data used in the preliminary formulation of budget planning.

Calculates and pays state taxes, monthly federal taxes, medical premiums, retirement sums, etc. Answers employee questions regarding payroll checks.

May prepare and/or verify monthly payrolls; disperse and collect time sheets. May process City payroll. Update personnel payroll records. Verify data.

Coordinates and evaluates means to further integrate PC and mainframe computer processes in budget administration; utilize financial data and information to prepare budget and other financial documents and reports to assist in the budget policy decision making process.

Prepare final budget documentation; create and format budget based on departmental budget presentation, statistical analysis summaries, budget process, and City policies.

Assists the Finance Director in forecasting the City's major revenue sources and expenditures based on current and forecasted economic trends and historical trends; provides written analysis and graphs explaining major components and changes.

Tracks and forecasts budget impact of personnel and other expenditures in City departments. Prepares labor distributions.

Prepares a variety of other statistical reports regarding cost, labor, and expenditure projections as required.

Serves as a Financial Department liaison with the Accounting Manager to the Information Technology office for development and enhancement of computer software and hardware needs.

Assists in the administration of City investments by maintaining required investment records and preparing related reports as required.

Assists in the development of long-range revenue and expenditure forecasts for department revenues and expenditures.

Makes journal entries to balance and close books in general ledger, revenue, and expense accounts; reconciles general ledger and subsidiary accounts.

Maintains the fixed asset accounts of the City.

Prepares financial reports on revenue and expenses; reconciles bank statements.

Prepares periodic reports. Assists in the preparation of the annual and other State or Federal reports. Performs periodic financial studies and analyses. Assist in preparation of year-end reports.

Assists the Finance Director and Accounting Manager in the operation and maintenance of the City's central financial management system.

Maintains any LID accounts or other special assessments. Maintains special accounts receivable.

Codes receipts, reconciles daily cash, and keeps such records as needed to verify cash balances.

Assists in the administration of city investments by maintaining required investment records and preparing related reports as required.

Establishes and maintains records needed for bond payments, fiscal agent, and related redemption ledgers.

Maintains accounts receivable records, and performs necessary follow-up on collections.

Maintains auxiliary cash controls for investing, balancing, and other related accounting activities.

Develops or updates functional or operational financial manuals outlining established methods of performing work in accordance with organizational policy.

Assists in the development of the annual budget of the City. Reviews and analyzes budget requests. Monitors department expenditures and revenues and communicates monitoring status to management

Prepares a variety of budget studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.

PERIPHERAL DUTIES

Serves as a member of various employee committees.

Provides back-up to other related positions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and
- (B) Two (2) years of progressively responsible municipal accounting or finance work, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial applications; some knowledge of public finance and fiscal planning; working knowledge of payroll and accounts payable functions; considerable knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB;
- (B) Skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to accurately account for city funds; ability to communicate effectively, orally and in writing.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Must be bondable. Valid Washington Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including spreadsheet and word processing software; central financial management system; telephone; 10-key calculator; typewriter; copy machine.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

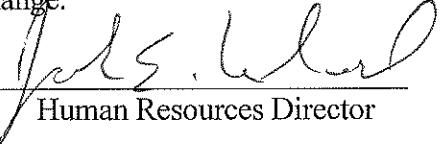
The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job 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.

Approval: 
Human Resources Director

Approval: 
City Manager

Effective Date: July 16, 2022

Revision History: February 28, 2003 Established