

**CITY OF SPOKANE VALLEY**  
**POSITION DESCRIPTION**

Class Title: Accounting Manager

Job Code Number: 410

Department: Finance

Grade Number: 17

Division: NA

FLSA Status: Exempt

Date: July 7, 2022

Location: City Hall

**GENERAL PURPOSE**

Performs technical and administrative accounting work in maintaining the fiscal records and systems of the City.

**SUPERVISION RECEIVED**

Works under the general supervision of the Finance Director.

**SUPERVISION EXERCISED**

May supervise accountants, budget analysts, accounting technicians, support staff, or other part-time or temporary staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Prepares a variety of studies, reports, and related financial information for decision-making purposes.

Maintain BARS chart of account codes for accounting system. Post documents with correct BARS account numbers to accounting system

Prepare the annual financial reports; close year-end general ledger; prepare notes to the financial statements.

Assists with annual budget preparation; prepare budget document worksheets; assist with financial information summaries for department directors as directed by Finance Director.

Prepares and posts adjusting journal entries, and reconciles bank account and appropriate tax reports.

Prepares reports with budget to actual information. Performs research as assigned for the State Auditor's Office during the annual audit.

Prepares the annual City street report.

Prepares, maintains, and submits a variety of records and reports related to financial systems.

Periodically audits sales tax data from the Department of Revenue.

Manages and reviews payroll for tax, fringe benefit, and retirement plan compliance. Coordinates with the designated Human Resources Manager on pay and benefit issues.

Prepares and maintains Equipment Rental Fund accounts.

Prepares periodic reports. Assists in the preparation of the annual and other State or Federal reports.

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.

Performs periodic financial studies and analyses.

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

Prepares year-end reports.

Perform related duties as assigned the Finance Director.

Makes ACH payments for City contracts and bond payments.

#### 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, business management, finance or a closely related field, and
- (B) Five (5) years of governmental accounting experience; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills, Abilities and Traits:

- (A) Thorough knowledge of double entry accounting theory, principles, and practices, auditing theory and practices; internal control procedures, and bookkeeping and accounting procedures and systems, including computer applications;
- (B) Skill in the operation of the listed tools and equipment;
- (C) Ability to use a personal computer with associated software and peripherals. Ability to maintain confidentiality of information. Ability to analyze program details in order to identify and apply significant data in preparing financial recommendations and reports, including graphics. Ability to manage multiple priorities. Ability to maintain effective accounting procedures, ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees and the public.
- (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; 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.

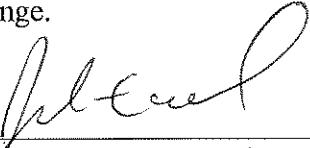
The noise level in the work environment is usually quiet.

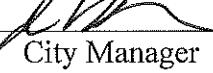
#### SELECTION GUIDELINES

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: April 11, 2003 Established