

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Accountant I
Department: Finance
Division: NA
Date: July 25, 2023

Job Code Number: 402
Grade Number: 14
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Performs the full range of professional accounting tasks; processes a variety of financial transactions, analyzes and reconciles accounting information, and prepares financial records and reports.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director, Accounting Manager or Accounting and Finance Program Manager.

SUPERVISION EXERCISED

None generally. May supervise seasonal or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs preliminary review of City payments to verify accuracy of vendors, payment amounts, and account coding. Provides any corrections to the Accounting Technicians and/or the applicable department staff.

Reviews 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.

Assists in monitoring, tracking, and maintaining financial transactions for a wide variety of grant programs; tracking revenues and expenditures, and may assist in preparing required internal and external financial reports

Assists in various activities related to City's grant funding programs as assigned.

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

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

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

Prepares financial reports on revenue and expenses.

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

Codes receipts, reconciles daily cash, and keeps such records as needed to verify cash balances. Posts receipts to the financial management system.

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

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

Performs research to determine the source and purpose of transactions as needed.

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 bookkeeping work, or;
- (C) An equivalent combination of education and experience may be considered.

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 25, 2023

Revision History: July 25, 2023 - Established