



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

SENIOR ACCOUNTANT

FINANCE DEPARTMENT

FLSA Status: Non-Exempt
Department: Administration
Union Representation: Non-represented

Class Summary

Under the general direction of the Finance Director, the Senior Accountant performs complex technical and professional accounting work in maintaining the fiscal records and systems of the City. Maintains accurate financial ledgers and records for the City. Duties include budget assistance, audit support work, financial planning, performance monitoring, accounts payable processing, and management reporting for all governmental funds. Conducts special research projects as assigned. Provides back up to staff. May review work prepared by other staff for purposes of internal control and policy compliance. This position does not have direct decision-making authority over the budget but does have responsibility for proper accounting of all city financial and capital assets.

Duties and Responsibilities

The Senior Accountant performs complex financial analysis and projects as assigned to support operating departments. Examples include but are not limited to:

- 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.
- Maintains monthly, quarterly, and yearly reconciliation of the various general ledger accounts.
- Prepares and reports on activities related to federal and state grants. Prepares other financial reports as requested by the Finance Director.
- Participates in the year end closing; prepares schedules; obtains information for and aids external auditors, as needed; reconciles accounts for proper reporting; prepares audit work papers, assists with drafting financial statements, including GAAP adjustments, gathers historical and statistical data, and works with auditors.
- Provides advice and technical assistance regarding the budget; participates in internal reviews on proposed budgets and identifies alternatives. Periodically monitors the budget

through AP to determine if allocated funds have been spent as specified; makes appropriate recommendations to Finance Director if deviations appear between approved budget and actual performance.

- Assists with preparation of financial reports, including creating spreadsheets, drafting narratives, performance measurement reporting and ensuring financial and written information are consistent.
- Performs accounting studies; analyzes data; makes recommendations based on findings; prepares correspondence and technical accounting reports.
- Prepares, creates, approves, enters, and reviews journal entries and then submits to Finance Director for approval.
- Responds to variety of departmental and public requests for information; researches and provides requested information or service.
- Maintains varied and complex records associated with accounting functions such as capital assets, utility receivables, debt and amortization, and deferred revenue. Audits financial records for accuracy, posts and reconciles journals, and daily cash logs and other records on a daily or periodic basis. Resolves discrepancies of a routine and non-routine nature.
- Assists the Finance Director with revenue and expenditure forecasts; financial model updates and scenario evaluations; cost allocation plan updates and revisions; annual budget, interim and annual financial information, and reports; preparation of periodic surveys and benchmarks; balancing of funds' cash, fund balance, revenues, and expenditures.
- Provides backup to staff.
- Maintains positive public relations with customers and is responsive to customer needs.
- Develops safe work habits and contributes to the safety of self, co-workers, and the public.
- Regular and predictable attendance is a requirement of the job.
- Performs other duties as assigned that support the overall objective of the position. Takes lead on submitting for an ACFR Award each year through the GFOA .

Qualifications

- Knowledge of Generally Accepted accounting principles (GAAP} practices, methods, and procedures.
- Knowledge of Generally Accepted Auditing Standards (GAAS}.
- Knowledge of auditing procedures and budgeting principles.
- Knowledge of computer applications and uses for accounting activities.
- Knowledge of accounting systems.
- Knowledge of office procedures. Applicable Federal, State, and Local laws, rules, and regulations.
- Knowledge of Governmental Accounting Standards (GASB} principles in accounting.

Abilities

- Ability to work independently with little supervision.
- Accurately classify, maintain, and reconcile general ledger accounts.
- Develop new concept practices and procedures as needed.
- Compile and prepare clear reports of a technical nature and their summaries.
- Provide technical support in accounting to departments. Ability to create spreadsheets and complete arithmetical computations accurately and rapidly.
- Resolve accounting issues and discrepancies.
- Work as a team member.
- Perform the essential functions of the job.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with co-workers, managers, customers, and the public.

Physical Ability Requirements

- The ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature.
- Sufficient ambulatory ability to move about to office and remote locations.
- Auditory ability to carry on audience, ordinary, and telephonic conversation.
- Near and far visual acuity to read detailed spreadsheets, other printed material, and computer screens.
- Manual and finger dexterity to write and to operate microcomputers and other office equipment.

Education and Experience

The position typically requires a Bachelor's degree from an accredited college or university in Accounting, Business, Finance, or related field and at least five years of progressively responsible accounting or governmental accounting work experience; or, an equivalent combination of experience and training sufficient to successfully perform the essential duties of the job such as those listed above.

Working Conditions

This position routinely works normal business hours but there may be some night meetings. Most work time is spent in an office environment.

Approved as to form;



City Manager, Dan Huff

6-14-23

Date