

# CITY OF BEAVERTON

## Senior Accountant

### General Summary

Perform a variety of advanced accounting, auditing and budgeting assignments. Supervise employees performing accounting duties.

### Key Distinguishing Duties

The key distinguishing duty of the Senior Accountant is its overall responsibility for managing programs and staff of the section including hiring employees; responding to grievances and overseeing the disciplinary process as needed.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Supervise assigned section operations. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the Finance Management Team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Supervise staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring recommendations. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversees disciplinary process according to the collective bargaining agreement and City policy.
3. Monitor the City's financial activities including review and preparation of monthly journal entries. Reconcile ledgers, subsidiary ledgers, grants and intergovernmental agreements. Prepare agenda bills, resolutions and ordinances.
4. Participate in the preparation of annual financial reports. Prepare audit work papers and schedules. Respond to auditors' requests. Gather statistical and historical data for the Comprehensive Annual Financial Report.
5. Participate in updating financial plans including bond issues and bond refundings. Review annual compliance with bond covenants and disclosure reporting requirements.
6. Assist in the preparation of the City's annual and supplemental budgets in accordance with state and local budget laws and regulations. Assist other departments with financial plans for the City's Capital Improvement Plan.

7. Participate in the planning, organization, evaluation and review of accounting controls and internal control procedures.
8. Participate in testing, installation and deployment of new financial system software.
9. Assist in providing reasonable assurance that the City's assets are safeguarded against loss from unauthorized use and that transactions are executed in accordance with management's authorizations.
10. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
11. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
14. Represent the Finance Department and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
15. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
16. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Follow standards as outlined in the Employee Handbook.
19. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

### **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

## **Knowledge Required**

- ◆ Advanced knowledge of Generally Accepted Accounting Principles (GAAP).
- ◆ Advanced knowledge of Governmental Accounting Principles.
- ◆ Advanced knowledge of Governmental Accounting Standard Board (GASB) statements affecting cities.
- ◆ Working knowledge of automated accounting systems and procedures.
- ◆ Working knowledge of practices and principles of budgeting and municipal finance.
- ◆ Working knowledge of the laws and regulations governing budgeting and municipal finance.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision making.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to accounting and municipal finances.
- ◆ Working knowledge of research techniques, methods and procedures.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.

## **Skills/Abilities Required**

- ◆ Strong ability to perform mathematical computations and analysis.
- ◆ Strong skill in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to successfully manage the operations and budget of a section.
- ◆ Strong ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to build consensus.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing and spreadsheet programs and other software applications as required for position.

## **Minimum Qualifications Required for Entry**

Bachelor's degree in accounting, finance, business administration, or related field, and 5 years experience in accounting, including 2 years in a municipal setting with 1 year experience in a supervisory or lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Certified Public Accountant (CPA) desirable.

### **Working Conditions**

Regular focus on a computer screen. Regular use of a keyboard or similar device. Weekly dealing with distraught or difficult individuals. Occasional attendance at meetings or activities outside of normal working hours. Occasional operation of a motor vehicle on public roads.

### **Classification History**

As of 10/97: Senior Accountant  
Revised: 1/98  
New class specification title 1/98: Senior Accountant  
Revised: 1/1/09

Status: M2  
FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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