The City of Beaverton is Hiring:

Senior Accountant

Finance Department

Application Deadline: Open Until Filled; First Review of Applications on August 15, 2016

THE POSITION

The Senior Accountant will serve on a professional management team responsible for a variety of high level accounting and program tasks. Principal assignments will include assisting with an upgrade of utility billing software, assist with management of enterprise fund accounting, management of passport and business license services, federal grant reporting and assisting with the preparation of the comprehensive annual financial report.

THE IDEAL CANDIDATE

Minimum Qualifications

- Bachelor's degree in accounting, finance, business administration, or related field
- Five years of experience in accounting, including two years in a municipal setting with one year experience in a supervisory or lead role
- Other combinations of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job may be considered when combined with a CPA license
- Ability to pass reference and background check

Preferred Qualifications

- A strong background in the preparation of annual, comprehensive financial statements
- Certified public accountant (CPA) license

RESPONSIBILITIES

Essential functions of the job include:

- Develop, review, approve and implement section work plans, services, policies, procedures and reports; evaluate performance and program effectiveness and take action for improvement as necessary
- Supervise staff to ensure city goals and objectives are met
- Monitor the city's financial activities including review and preparation of monthly journal entries; reconcile ledgers, subsidiary ledgers, grants and intergovernmental agreements
- Participate in the preparation of annual reports; respond to auditors' requests
- Participate in updating financial plans including bond issues and bond refunding
- Assist in the preparation of the city's annual and supplemental budgets in accordance with state and local budget laws and regulations
- Provide direction and set standards for excellence in internal and external customer service
- Serves as internal auditor, reviewing databases and accounting records for anomalies, discrepancies, and variances, making recommendations for correction and process improvement
- Support and respect diversity in the workplace
- Other duties as assigned

www.BeavertonOregon.gov/Jobs | 503-526-2200

Beaverton OREGON

Apply at BeavertonOregon.gov/jobs or at
City of Beaverton Human Resources Department
12725 SW Millikan Way
Beaverton, OR 97005

SUPPLEMENTAL Q'S

All of the following questions are applicable to typical general purpose governmental units, such as city, county, and state.
Please limit your answers to two – three paragraphs for each question.

1. What is a "fund", and can you name several types of funds are most widely used in governmental accounting?
2. What is a fund balance, and can you describe the key difference between fund balance and net position?
3. What are the main accounting characteristics of enterprise funds that are different from other governmental type funds?
4. What is appropriation and what is encumbrance?
5. What are the three sections in Comprehensive Annual Financial Report (CAFR), and what are the three components of basic financial statements?

COMPENSATION

Salary Range: $5,452.52 - $7,307.64 per month
Starting salary will be determined depending on relevant work experience. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; tuition reimbursement program available; public service loan forgiveness program; and offers excellent health, dental, vision and life insurance coverage.

ABOUT BEAVERTON

Beaverton prides itself on being The Best of Oregon. It's a place that's growing and thriving but it still has a small town heart and strong sense of community. Beaverton is the sixth largest city in Oregon and is home to approximately 94,000 people. It is a diverse community where one-in-three people are a person of color and more than 100 languages are spoken in our schools.
The City of Beaverton is known as an organization that values public service. Our nationally recognized community vision is our beacon. Residents continually give the city high marks, with 71 percent saying things are headed in the right direction. Our police and library services receive satisfaction ratings of over 90 percent with public works and community involvement ratings coming in at the upper eighties. The city's economic base is strong. The city has consistently been ranked as one of the safest in the Pacific Northwest. Beaverton is known for its quality neighborhoods, parks and schools. There are a full range of housing choices, with new exciting urban housing developments underway in our downtown.

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.

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Beaverton
OREGON