

City of Florence
Senior Accountant

DEPARTMENT:	Finance	REPORTS TO:	Finance Director
CLASSIFIED:	Regular, Full-time	POSITION STATUS:	Exempt
DATE:	September 2017	COMPENSATION:	\$25.04-34.60/hr
Approved:	September 25, 2017		

PURPOSE OF POSITION:

Under the direction of the Finance Director the Senior Accountant position is responsible for organizing and performing the daily, weekly, bi-monthly, quarterly and annual accounting activities for the City. This position is responsible for performing centralized and decentralized professional accounting operations and reporting of all City financial transactions, activities, and funds. Work is broad in scope and involves significant accountability and decision-making responsibility and includes responsibility for assisting the Finance Director in establishing and enforcing City-wide accounting and financial reporting policies and practices.

ESSENTIAL JOB FUNCTIONS: *The list of duties is a representative sample of the work appropriate to this position and does not include all the duties that may be assigned by the supervisor. The incumbent may perform a combination of some or all of the following duties:*

- Plans and organizes the following accounting functions:
- General ledger, including posting various subsidiary accounting systems on a daily basis; daily banking activities, accounts payable and receivable, payroll, and utility billing. Ensures the subsidiary ledgers are reconciled to the general ledger on no less than a monthly basis.
- Monthly, quarterly and annual financial and budgetary reporting.
- Monthly bank reconciliations.
- Creates and or reviews journal entries to reflect changes in the financial records to post subsidiary system activity, correct errors, post recurring transactions. Activity is daily, bi-weekly, monthly, quarterly, and annually, and includes fiscal year end adjusting/closing journal entries.
- Reviews and ensures payroll taxes, retirement benefits, including but not limited to PERS, worker's compensation, health insurance, reports and payments are prepared accurately and filed and paid timely.
- Compiles information and assists in the development of the City's budget.
- Prepares work papers for the City's annual audit.
- Maintains the City's fixed asset records; tracks capital expenditures; identifies and assigns inventory number to fixed assets; prepares fixed asset reports as scheduled.

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- Implements, interprets, and monitors enforcement of City-wide accounting policies, procedures, and internal controls to ensure the integrity of City financial operations and compliance with all legal requirements and applicable accounting standard.
- Maintains and coordinates grant accounting with other departments and grantor agencies to ensure compliance with funding requirements.
- May serve as a member of employee and City committees as well as may serve as a City representative to City and interagency committees as assigned.
- Represents the City by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
- Maintains regular job attendance.

Position shall follow all safety rules and procedures established for work areas.

QUALIFICATION REQUIREMENTS:

Knowledge of:

- Considerable or thorough knowledge of governmental accounting principles, practices, procedures and techniques.
- Spreadsheet applications and word processing software programs
- Current office practices and procedures

Ability to:

- Oversee and participate in the management of the full-cycle municipal accounting program
- Operate standard office equipment, including integrated accounting software
- Interact harmoniously with co-workers, public officials, other agencies, and the public
- Accurately and timely post and review financial information
- Successfully pass the background checks and screening requirements of the City

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EXPERIENCE AND TRAINING: Undergraduate degree in accounting, and three-five years (3-5) years of progressively responsible experience in the field of accounting, preferably in a governmental or not-for-profit organization, or any satisfactory combination of education, experience, and training sufficient to successfully perform the essential duties of the job such as those listed above.

DESIRABLE ADDITIONAL QUALIFICATIONS: Considerable experience working with Microsoft Word, Excel, and PowerPoint. Knowledge and experience with Caselle accounting software. Possess Certified Public Accountant license.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools, or controls. The position requires mobility. Physical demands on the position generally involve moving materials weighing up to 10 pounds on a regular basis. Character and flow of duties involve manual dexterity and coordination for less than 50% of the work period in the operation of computers and calculators.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments.

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities for this position.

SUPERVISION RECEIVED: Works under the general supervision of the Finance Director.