



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Senior Accountant

Department: Finance

Reports to: CFO/Treasurer

Pay Grade H14

Date Established: 7/2016

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Senior Accountant works independently to develop and provide accurate and timely financial reports for both internal and external users in accordance with generally accepted accounting principles and professional standards. The job reconciles cash on a daily and monthly basis, compiles the annual Service Level Report, assists with preparation of the City's annual budget, creates interfund and transfer charges, completes salary projections and presents information required by the City Council.

The Senior Accountant requires a Bachelor's Degree of Business Administration in Accounting, knowledge of Governmental Accounting Standards, certification as a Public Accountant, and preferably three years' experience in general and/or public accounting.

The job requires attention to detail, the demonstrated ability to conduct detailed financial analysis and prepare periodic financial reports and projections, an attitude of cooperation, and the ability to work both independently and harmoniously with all levels of City employees, the general public and other organizations. This job reports to the Chief Financial Officer/Treasurer and provides oversight to other staff in the CFO's absence, given the complex operations of the finance department.

The work is conducted in a general office environment with stable temperatures and a moderate level of noise.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Contributes to the development of the City's budget by building and maintaining the personnel budget database, compiling and analyzing financial data, creating reports for publication, and assisting in developing budget instructions and formats.

Conducts detailed financial analysis of budgeted and actual citywide or departmental costs and revenues on behalf of city departments and/or other budget staff, including complex cash reconciliation for multifund/multibank accounts, creates interfund and transfer charges, creates budget worksheets (such as the budget digest) and financial information reports for the service level reports. Produces the salary projection report. Assists in preparing the Comprehensive Annual Financial Report.

Assists departments with budget preparation, analysis, and composition. Analyzes user and operational needs and business requirements in order to develop or modify budget and finance systems. Trains and supports Finance Department staff and assists departments with budget questions and data entry.

Develops and processes annual Census Reports. Monitors and provides oversight to Transit Grant Tracking. Develops and produces CAFR schedules and works with the Auditor for completion. Develops Ad hoc COGNOS Reports for analytical purpose. Develops Extended Reports for specific report generation.

Contributes to periodic financial reports for review by City Council detailing the current financial status of funds and departments. Provides system and analytic support to management in order to provide accurate and timely reporting of financial information.

Designs and develops a variety of queries and complex spreadsheets to meet user needs. Develops and revises methods and procedures to establish and ensure system integrity and internal controls.

Assists the Chief Financial Officer/Treasurer in managing the City's investment portfolio and debt program in accordance with State laws and Council policy. May reconcile investment general ledger accounts to the investment system, reconcile interest income and interest receivable on investments quarterly.

Receives, analyzes and processes complex or specialized financial transactions; insures compliance with applicable statutory and regulatory requirements, completeness and accuracy; verifies appropriate accounts affected by transactions processed to insure credit or charging and summarizes transactions and disposition for reporting and control purposes.

Provides general assistance with all functions and responsibilities within the Finance Department.

Performs program administration duties related to the purchase card program.

Researches current accounts, previous balances, source documents and related materials to develop specified information not readily available from standard reports.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Modern principles and practices of municipal finance, accounting, budgeting, purchasing, internal control and investment;
- Standards for governmental accounting and generally accepted accounting principles;
- Municipal purchasing practices, laws and codes;
- Program analysis and forecasting;
- Pertinent Federal, State, and local laws, codes and regulations;
- Accounting codes and terminology; state and federal accounting statutes and their application to work processes, policies, and requirements;
- Requirements and processing limitations of automated financial information systems;
- Municipal budgeting practices;
- Municipal investment principles and practices;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Exercise independent initiative and judgment in applying accounting procedures and agency standards to transaction processing; keep accurate records; compile information and prepare reports; analyze transactions to verify accuracy and/or identify problem sources;
- Use sophisticated financial and analytic software applications; use advanced computer skills in Microsoft Office products and specifically Excel;
- Analyze and evaluate programs, policies, and operational needs; analyze problems, identify alternative solutions, and project consequences of proposed actions;
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner;
- Interpret and apply complex Federal, State and local policies, procedures, laws, and regulations; Work independently and exercise initiative, with general guidance and supervision;
- Demonstrate strong customer service principles including issue resolution;

- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor’s Degree in Business Administration in Accounting or related field is required;
- Certified Public Accountant is required*;
- Preferred three years’ experience in general accounting and/or public accounting;
- Preferred experience in managing a municipal investment portfolio and debt program in accordance with State laws and Council policy is preferred; or

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Senior Accountant position requires a CPA within twelve (12) months of hire. Failure to acquire the CPA by the established date will violate the terms of the position and will result in layoff from the position.