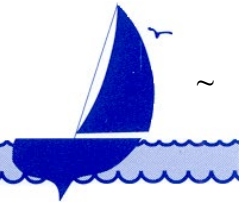




City of Des Moines, Washington

JOB DESCRIPTION



PRINCIPAL ACCOUNTANT

Regular, Full-time

Salary Grade: E-26

FLSA Status: Exempt

Union Status: Non-represented

EEO Category: Professionals

Nature of Work

Under the general direction of the Finance Director or designee, the Principal Accountant supervises and coordinates the revenue accounting function. This position oversees the development, modification, and implementation of revenue accounting systems, standards, procedures, financial controls, research and financial analyses and the production and interpretation of financial statements and reports. Includes assuring the accuracy and timeliness of revenue collection, recording and reporting, processing business and occupation tax and business licenses, and coordination of the annual capital budgets including fiscal and program analysis of revenue and expenditure trends and forecasts. The work requires an advanced knowledge of professional accounting principles, practices, and methods in accordance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB); applicable Federal, State and City laws, rules, regulations and departmental procedures and guidelines; and automated accounting and financial systems. Work performed at this level involves minimal supervision and requires expert judgment to be exercised in formulating recommendations and solutions to complex financial issues and problems.

Distinguishing Characteristics

This advanced level professional class is the third level in a three (3) level Accounting classification series. The Principal Accountant is the highest professional accountant level serving as the authority and expert for the assigned accounting operation without designated supervisory authority. The accounting work at this level is the most responsible with significant impacts on accounting systems based on the integrity of information. The Principal Accountant has major responsibility to develop and modify new or revised accounting systems, procedures and financial controls. This position is distinguished from the Senior Accountant by its advanced technical competencies, independence of action to perform its assignments, broad scope of responsibility, financial accountability of work products and its overall administrative and functional accountability over a major accounting function.

This classification is distinguished from the Financial Operations Manager, which has broader responsibilities in business, financial/budgetary, policy, programmatic and operational areas and is a first-line supervisor.

Essential Functions

- Oversees and monitors revenue accounting; supervises the development, modification and implementation of revenue accounting systems/modules, standards, procedures and financial controls.
- Supervises the processing of Business and Occupation taxes and business licenses. Acts as contact person for FileLocal and attends FileLocal operations committee meetings. Assesses effectiveness of software related to Business and Occupation taxes and business licenses (FileLocal portal and Praxis) and makes recommendations for improvements. Works with Staff Accountant to ensure accuracy of Praxis database.
- Analyzes grant requirements, audits, reports and requests grant reimbursements to ensure compliance with grant agreements, applicable federal, state, and other related regulations, statutes and Generally Accepted Accounting Principles (GAAP).
- Maintains, analyzes, and reconciles assigned general ledger accounts. Responsible for creating the Schedule of Expended Federal Awards as part of annual financial reporting.
- Oversees reporting of tax revenue (i.e. sales tax, property tax, etc.) to management.
- Provides lead work direction, technical assistance and training to subordinate staff; offers feedback to supervisor, regarding the hire, termination, transfer, discipline or performance of subordinate employees within their assigned area of responsibility.
- Audits and approves subsidiary journals and registers and other original entries prepared by subordinate employees for accuracy and propriety.
- Creates Six-Year Capital Improvements Plan. Prepares budgets and tracks costs, reconciles and maintains files for major capital improvement projects.
- Responsible for all aspects of long-term asset accounting, budgeting and reporting.
- Manages City debt accounting and ensures timely debt payment. Creates required journal entries, maintains records including amortization schedules, and creates the annual long-term liability schedule for the Washington State Auditor's Office.
- Processes and files quarterly tax remittances to the state.
- Compiles, analyzes, and interprets confidential and sensitive financial data.
- Serves as a resource, advisor and monitor during the development and installation of new accounting systems and/or modifications to existing financial systems and reporting.
- Assists the Finance Director in forecasting major revenue sources and expenditures; preparation of budget documentation including ordinances, City Council presentations, final public documents for distribution, and other budget reports and schedules as required.
- Prepares journal entries as needed; analyzes financial data for discrepancies and errors and makes corrections through journal entries.
- Assures compliance with laws, codes, regulations, principles and procedures relating to the assigned functions.
- Responsible for financial reporting, including preparation of monthly department revenue and expenditure reports and quarterly reports for the City Council.
- Acts as lead for business license and B+O tax processing.
- Supports management information and reporting requirements via the maintenance of current reports, design of new reports and writing of ad-hoc reports as required.
- Communicates with other departments and outside agencies as needed to resolve problems, provides and seeks information, explains policies or procedures and discusses anomalies (or deviations) that exist.

- Prepares a variety of letters, memos, forms, reports, and other documents; operates computers utilizing a variety of software programs, including database and word processing applications, to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Advanced knowledge of Generally Accepted Accounting Principles (GAAP) and Cash Basis financial reporting.
- Advanced knowledge of State of Washington Budgeting, Accounting and Reporting System (BARS).
- Interpersonal and leadership skills.
- Advanced knowledge of principles and practices of governmental fund accounting concepts.
- Advanced knowledge of methods, techniques and practices of maintaining complex financial records.
- Ability to prepare accurate financial analyses, projections and forecasts.
- Ability to prepare procedures, policies, reports and other written material.
- Ability to operate a personal computer and related accounting and Microsoft office professional software including Excel, Word, Access, PowerPoint, Publisher.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain fair, equitable and cooperative working relationships with others.
- Ability to maintain strict confidentiality regarding personnel or management issues.
- Ability to work independently and display initiative.
- Ability to plan and organize work.
- Ability to maintain a high standard of professionalism.

Education and Experience Requirements

- Certified Public Accountant, desired.
- Bachelor's degree in finance, accounting, or related field and;
- Four (4) years' with increasingly responsible experience in governmental accounting, with a minimum of two (2) years' of performing complex professional accounting at the administrative level.
- Experience may be substituted for the educational requirement on a year-for-year basis.
- CGFM (Certified Government Finance Manager) or CPA (Certified Public Accountant) preferred.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.

- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

Work is performed in an office setting. Attendance at night meetings is required. Occasional travel to off-site locations is required. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch to retrieve and maintain files and records.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Created 2023.