



City of Des Moines, Washington

## JOB DESCRIPTION



### SENIOR ACCOUNTANT

Regular, Full-time

**Salary Grade:** E-24

**FLSA Status:** Exempt

**Union Status:**

Non-represented

**EEO Category:**

Professionals

#### **Nature of Work**

Under the general supervision of the Financial Operations Manager or Finance Director, the Senior Accountant performs fully skilled professional, technical and analytical accounting duties including reconciling, auditing, and reporting functions, with a primary emphasis on general ledger activities. The Senior Accountant has complete accounting responsibility for major fund(s) and the maintenance of all associated accounting systems and data in compliance with the requirements of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) and/or preparing the city-wide cost allocation and indirect cost plans and/or providing work direction to accounting staff in a significant functional areas. The Senior Accountant may prepare and finalize financial and management reports, provide information for the budgeting process, and prepare year-end accruals and act as the liaison to the State Auditor's Office. Incumbents in this classification may be advanced to the Principal Accountant classification upon meeting the required education and experience requirements and demonstrated technical expertise, subject to budgetary authority, satisfactory performance and Finance Director approval.

#### **Distinguishing Characteristics**

This is the second level in a three (3) level Accounting classification series. Incumbents are technical experts advising management, staff and customers on administrative and financial matters related to a major fund(s) and prepare complete fund statements for the Comprehensive Annual Financial Report (CAFR). Incumbents may review, reconcile and prepare full sets of a fund's financial statements; gather, compile, and prepare financial data, statements, reports, and accompanying explanatory notes; and review and analyze specific accounting procedures and systems to ensure efficiency and accuracy. The Senior Accountant is distinguished from the Principal Accountant as the latter is the highest professional accountant level serving as the authority and expert for an assigned major accounting function(s) without designated supervisory authority. This classification differs from the Staff Accountant as the Senior Accountant has a higher level of independence and responsibility for complex and technical accounting work e.g. large funds; accounting systems, funds, revenue sources, cost centers and allocations; specialized tracking and reporting methodologies and requirements; and performance of financial research and analysis. Incumbents may have responsibility providing work direction to Accounts Payable, Payroll, Accounts Receivable staff or other significant financial functional areas.

**Essential Functions**

- Develops, modifies and implements accounting systems, standards, procedures and financial controls.
- Provides work direction and training within a functional area and provides feedback to the Finance Operations Manager as needed.
- Prepares complex and detailed financial accounting reports, statements and schedules.
- Analyzes complex financial data including expenditures, revenues, variances, forecasts and trends.
- Performs complex financial projections, trends and cost analyses.
- Performs accounting and financial research, analysis and reporting on financial, accounting and budget issues and problems.
- Provides professional consultation, analysis and interpretation of financial data for use in management and policy decisions.
- Assists management in interpreting and understanding fiscal and accounting policies, procedures, operations and controls.
- Reconciles departmental financial data and accounting systems to other departmental subsidiary systems and to citywide accounting system.
- Supports management information and reporting requirements via the maintenance of current reports, design of new reports and writing of ad-hoc reports as required.
- Designs and develops a variety of queries, macros and complex spreadsheets from downloaded data.
- Prepares portions of, analyzes and reviews the City's Comprehensive Annual Financial Report.
- Reviews, develops and modifies internal accounting control policies, procedures and practices.
- Coordinates financial audits with independent auditors; prepares supporting work papers and assists auditors; reviews audit reports, summarizes findings and recommendations, discusses findings with management and implements audit recommendations.
- May serve as primary back up for the accounts payables, accounts receivable, payroll or other financial functional area.
- Maintains accurate and organized records, databases, systems and files.
- 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**

- Working knowledge of Generally Accepted Accounting Principles (GAAP); Generally Accepted Auditing Standards (GAAS) and Government Accounting Standards Board (GASB)
- Knowledge of and skill in governmental accounting
- Knowledge of accounting structure, policies and operating programs of the county
- Knowledge of and skill in applying various financial and accounting principles, practices and methods
- Knowledge of various automated financial management systems
- Knowledge of and skill in applying federal, state, and local legislative guidelines
- Knowledge of and skill in applying theories, principles and practices of assigned financial function area.
- Working knowledge of automated accounting systems and processes, including system settings and design.

*Ability to:*

- Successfully apply accounting principles.
- Evaluate and recommend internal controls
- Maintain confidentiality regarding sensitive information and confidential records.
- Operate computers utilizing a variety of software including automated accounting systems, Microsoft Office products and other applications related to the area of assignment.
- Enter data into computer systems with speed and accuracy.
- Maintain knowledge of current laws and procedures governing public sector reporting requirements, accounting systems, BARS, and municipal budgeting procedures.
- Research accounting discrepancies and prepare accurate financial analyses.
- Demonstrate attention to detail.
- Work independently.
- Plan and organize work.
- Meet deadlines.
- Maintain fair, equitable and cooperative working relationships with co-workers.
- Communicate effectively; both orally and in writing.
- Work both independently and within a collaborative team-oriented environment; contribute openly, respectfully disagree, understand the ideas of others, and listen well.

**Education and Experience Requirements**

- Bachelor's degree in accounting, finance or related field, AND
- Four years of private or public sector general accounting, financial reporting and financial analysis and knowledge of GAAP and GASB standards is required, OR
- A combination of education and additional professional accounting experience sufficient to demonstrate the ability to successfully perform the essential functions of the position.
- Public sector experience preferred.
- Certified Public Accountant, desired.

**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**

- Works indoors in a climate-controlled office environment with low noise levels. Constant use of sight, hearing, and speech abilities necessary to perform essential functions and to communicate with others. Constant fine finger manipulation and use of hands and arms in reaching/handling/ fingering/grasping while operating office equipment and computers, preparing written documentation, handling paperwork, etc. Frequent sitting, may be extended at times, while doing desk activities. Frequent bending/twisting at waist/knees/neck while working at desk, worktable, or moving from sitting to standing position. Frequent standing in combination with walking (short distances) throughout work shift in office areas. Occasional lifting/carrying up to 25-pound documents, materials, file boxes, etc. Occasional pushing/pulling force up to 10 pounds opening doors, drawers, and moving materials. Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

### **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 description and 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.
- Updated 2015/2022/2024.