



City of Des Moines, Washington

JOB DESCRIPTION

**SENIOR ACCOUNTING SPECIALIST**

Regular, Full-time

Salary Grade: G-20**FLSA Status:** Overtime Eligible**Union Status:** Non-represented**EEO Category:** Professionals**Nature of Work**

Under the general supervision of the Financial Operations Manager (FOM), the Senior Accounting Specialist (SAS) performs complex paraprofessional-level accounting duties and leads accounting support activities in an assigned accounting section, such as Budgeting, Accounts Receivable, Accounts Payable, General Ledger, Business Tax and Licenses, and/or Payroll. Incumbents will prepare and maintain financial data involving complex sets of accounts by analyzing, auditing, researching, and reconciling records and reports to assure accuracy and completeness. The SAS is responsible for their assigned work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The FOM sets the overall objectives and resources available. The incumbent and supervisor will work together to develop the deadlines, projects, and work to be completed. The incumbent keeps their supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and effectiveness of results.

Distinguishing Characteristics

The Senior Accounting Specialist is the second level in a two level series. The Senior Accounting Specialist is distinguished from the Accounting Specialist by its paraprofessional responsibilities and incumbents in this classification make decisions requiring interpretation of data from various sources, procedures, policy as relates to their assigned accounting section

Essential Functions

- Leads the City's Accounts Payable operating functions, which includes but is not limited to; work prioritization, process improvements, training, and being the subject matter expert if there are questions or clarification needed by other City personnel.
- Backs up the City's Accounts Receivable function when necessary.
- Manages the input of contracts into the Munis system.
- Oversees the issuance of purchase orders in Munis.
- Calculates charge rate for fuel and verifies fuel inventory transactions.
- Assists with financial reporting on a monthly and quarterly basis.
- Accumulates financial data from source documents and verifies for accuracy. within established accounting practices and procedures.
- Monitors and reconciles account balances.
- Analyzes financial data for discrepancies and errors and makes corrections through journal entries.

- Evaluates work processes and makes process improvement recommendations; assists departments in implementing process improvements.
- Performs research and makes recommendations to appropriate personnel; performs analysis of a variety of complex and technical reports and financial documents.
- Completes special projects and analyses requested by the City Council, Department Directors, Finance Director and others.
- Communicates with other departments and outside agencies as needed to resolve problems, provide and seek information, explain policies or procedures and discuss anomalies (or deviations) that exist.
- Provides a high level of customer service and support to City departments through professionalism, collaboration, and teamwork.
- 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

Knowledge of:

- Generally Accepted Accounting Principles (GAAP).
- State of Washington Budgeting, Accounting and Reporting System (BARS).
- Principles and practices of general and fund accounting.
- Preparation of procedures, policies, reports and other written material.
- Personal computer and software skills.
- Interpersonal and leadership skills.
- Methods, techniques and practices of maintaining complex financial records.
- Prepare financial analyses, projections and forecasts.
- Communicate effectively, orally and in writing.
- Maintain fair, equitable and cooperative working relationships with others.
- Work independently.
- Display initiative.
- Plan and organize work.

Education and Experience Requirements

- Bachelor's degree in accounting, finance or related field and;
- Experience in governmental accounting, specifically, may be substituted for the education on a year-for- year basis.

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 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.
- Updated 2023.