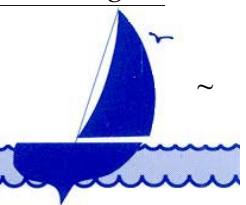




**City of Des Moines, Washington**  
**JOB DESCRIPTION**



**STAFF ACCOUNT**  
Limited-term, full-time

**Salary Grade:** G-21  
**FLSA Status:** Non-exempt

**Union Status:** Non-represented  
**EEO Category:** Professional

**Nature of Work**

Under the general supervision of the Finance Director, performs professional-level accounting duties including the preparation and maintenance of accounting records involving complex sets of accounts such as maintaining the City's general ledger in accordance with prescribed accounting principles, applicable municipal ordinances, and state laws; prepares and preserves fixed asset inventory records; analyzes, audits, researches, and reconciles records and reports to assure accuracy and completeness; performs monthly bank reconciliations and balances to cash records; and provides annual audit assistance.

**Essential Functions**

- Provides support for the City's business license and B+O tax processes related to receiving applications, account maintenance and revenue analysis.
- Prepares grant reimbursement requests and annual reports.
- Maintains the miscellaneous accounts receivable system, invoices; posts payments and follows up on past-due accounts.
- Communicate 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.
- Performs a variety of professional-level accounting functions in support of the Finance Department.
- Serves as a technical resource to other City staff on a variety of accounting matters.
- Accumulates financial data from source documents and verifies for accuracy within established accounting practices and procedures.
- Classifies and codes entries and transactions in accordance with established procedures.
- Monitors and reconciles account balances.
- Prepares journal entries for City accounts; analyzes financial data for discrepancies and errors and makes corrections through journal entries.
- Prepares a variety of special reports and analyses requested by the City Council, Department Directors, Finance Director and others.
- Maintains chart of accounts; assures that the computer system contains current account numbers and operates in accordance with Generally Accepted Accounting Principles (GAAP).
- Assures compliance with laws, codes, regulations, principles and procedures relating to the assigned functions.
- Maintains City's financial records using currently available accounting software; prepare monthly balance sheets, expenditure/revenue reports, and annual financial statements.
- Audits subsidiary journals and registers and other original entries prepared by subordinate employees for accuracy and propriety.
- Audits daily cash transactions. Assures compliance with regulations relating to cash

receipting practices.

- 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:*

- Intermediate knowledge of accounting principles and fund accounting.
- Working knowledge of automated accounting systems and processes, including system settings and design.

#### *Ability to:*

- Successfully apply accounting principles.
- 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**

- Associate's degree in accounting, finance or related field plus five years of progressively responsible accounting, budgeting, and finance experience OR a bachelor's degree in accounting, finance or related field.
- Public sector experience 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**

- 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.
- Created 2022