



<b>Job Title</b>	Senior Accountant
<b>Department</b>	Finance
<b>Employment Status</b>	Full-Time Grade 8A \$29.96
<b>Exempt/Nonexempt Status</b>	Non-Exempt

**Scope of Work**

This position is responsible for assisting the Deputy Finance Director and Finance Director in planning, directing, coordinating, and evaluating the budgetary, accounting, revenue collection, expense disbursement, cash management, and purchasing functions of the City.

**Supervision**

<b>Reports To</b>	Deputy Finance Director
<b>Supervises</b>	None

**Essential Job Functions**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.*

- Manages a reporting system that provides timely, accurate, and complete financial and budget information to the Council, administration, and users of data needed to evaluate or audit the financial condition of the City, consistent with Generally Accepted Accounting Principles.
- Assists the Finance Director and Deputy Finance Director in preparing the Comprehensive Annual Financial Report and the annual Operating and Capital Budget document.
- Applies governmental accounting standards and principles to the analysis of financial information and to the preparation of financial schedules, journal entries, work papers, and reports.
- Approves on-line banking transactions, including federal tax deposits, Automated Clearinghouse transactions, and wire transfers.
- Responsible for the timely and accurate accounting, recording, and reporting of all receipts, expenditures, billings, accounting entries and grant reports for all funds, including year-end closing entries for all funds.
- Reviews monthly, quarterly, and annual grant financial reports and other reports required by outside agencies in a timely and accurate manner. Ensuring grant dollars are used for allowable expenses.
- Reconciles investment accounts and accounting entries, including computation of Fair Market Value of investments.
- Materially participates in the annual year-end closing process, including reconciling various funds, balancing general ledger accounts, preparing work papers and schedules, aids others relative to the proper accounting treatment of various transactions.
- Assists with annual audit by preparing audit letters, schedules, and work papers, gathering information requested by auditors, and providing on site coordination with audit staff.
- Assist in the preparation of schedules and reports for the annual budget process.
- In preparation for the annual budget of the City, provides reports and assistance to department heads, enters budget numbers into the reporting systems, and assists in preparing the preliminary and final budget documents.

- Assists in preparing the Finance Department budget.
- Prepares monthly, quarterly, and annual grant financial reports and other reports required by outside agencies in a timely and accurate manner.
- Serves as backup for Accounting Tech III and Deputy Finance Director.
- Communicates and coordinates regularly with department heads and other city employees to maximize the efficiency and effectiveness of interdepartmental operations.
- Prepares analyses and management reports as requested.
- Assists in preparing and revising the accounting, financial and operating manuals for the Finance Department. Recommends departmental policies and procedures to improve efficiency and accountability, and to facilitate cross-training.
- Attends meetings, conferences and training sessions and reviews accounting publications to remain current on the principles, practices, and emerging developments in assigned work areas.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Bachelor’s degree in accounting, or related field; supplemented by at least four (4) years of experience in governmental accounting or public accounting, or registered as a Certified Public Accountant in the State of Alaska or any equivalent combination of training and experience which provides the following knowledge, skills and ability:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Generally Accepted Accounting Principles (GAAP), fund accounting, auditing and reporting requirements, applicable laws, ordinances, and rules governing municipal government budgeting and accounting.</li> <li>• Computer and data processing technology as it applies to the use of financial accounting and ERP systems.</li> <li>• City financial policies.</li> <li>• Department policies and procedures.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Strategic thinking and problem solving.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Ability to read, analyze and interpret common technical journals, financial reports and legal documents.</li> <li>• Add, subtract, multiply and divide, using whole numbers, common fractions, and decimals, work with mathematical concepts such as probability and statistical inference, apply concepts such as fractions, percentages, ratios and proportions to practical situations.</li> <li>• Ability to define problems, collect data, establish facts, and draw valid conclusions.</li> <li>• Demonstrate initiative and self-motivation in performing job duties, planning workflow, setting, and achieving goals, and coordinating projects with others.</li> <li>• Multi-task and prioritize work.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers, vendors, consultants, and the general public.</li> </ul>

### **Necessary Special Requirements**

- Valid Driver's License
- Must complete ICS 100, 200, 700 and 800 within first 6 months of employment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear, use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, bend, crouch or crawl, and smell.
- The employee is occasionally exposed to low level noise and dust, and rarely exposed to odors and dim lighting.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift up to 25 pounds.