

Knowledge of:

- The principles, practices and techniques of governmental accounting.
- Accounting and budgeting principles related to municipal organizations in accordance with BARS.
- Microsoft Office applications at an intermediate to advanced level.
- Excel at an advanced level for data processing and reporting, including Pivot tables, charts, and graphs.
- Thorough understanding of an ERP system at an advanced level.
- Personal computers and office equipment.
- Applicable City, State and federal rules, regulations and legislation relating to the City's financial operations and conduct of official City business.
- Internal control standards.

Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Use independent, professional judgment to interpret laws and regulations, assure accounting procedure and practices compliance, make sound recommendations and/or implement appropriate accounting mechanisms.
- Use Microsoft Office products, including Excel, Word, Outlook, PowerPoint, and Access to perform and present financial information and analyses. Use, understand, assess and implement complex automated financial information systems.
- Accurately assess financial system needs and implement procedures for efficient financial management.
- Prepare clear, concise and comprehensive financial, statistical, and narrative reports.
- Obtain and verify data, perform analysis and make recommendations. Perform internal control checks.
- Perform complex financial, statistical, budgetary and cost analyses.
- Understand, interpret and apply legal and financial documents, rules and regulations.
- Perform a variety of mathematical and statistical calculations quickly and accurately.
- Maintain sustained attention to detail and accuracy and work under the pressure of rigid deadlines.
- Communicate detailed accounting information clearly and concisely.
- Work independently with general instructions; organize work for maximum efficiency.
- Participate as a contributing member of a service-oriented team.
- Establish and maintain effective working relationships with co-workers, elected officials, other agency staff, vendors, and the general public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

MINIMUM REQUIREMENTS:**Experience and Education/Training:**

- A four (4) year degree in accounting plus four (4) years of municipal accounting experience, or any combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.
- In depth knowledge of the BARS system, advanced working knowledge of Excel, ERP experience.

Licenses/Certifications required:

- Must be bondable.

Preferred:

- 4 - 5 years municipal accounting experience.
- SQL query skills.
- SAO experience.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.