CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE: Staff Accountant JOB CLASSIFICATION: Exempt Professional

DEPARTMENT: Finance REPORTS TO: Finance Director

SALARY GRADE: 18 FLSA EXEMPT: Yes

REPRESENTATION: AFSCME Approvals: CM: date: 3/8/2021

Approvals: HR: date: 3/8/27

GENERAL DESCRIPTION:

Performs complex governmental accounting activities requiring full professional competency and extensive knowledge of practices and procedures of municipal accounting. Interprets and uses professional judgment to apply applicable accounting standards in compliance with BARS (Budgeting Accounting Reporting System). Prepares a variety of reports, statements and documents for financial projects. Prepares, maintains, balances and analyzes financial data. Responsible for completion of all assigned accounting and finance functions and projects.

ESSENTIAL JOB FUNCTIONS:

- 1. Prepare the City's annual financial report for the State Auditor's Office. Establish timelines, coordinate the collection and interpretation of City-wide financial data, review and validate financial data, and investigate/resolve data discrepancies.
- 2. Coordinate, facilitate, plan, and provide information for the annual State audit.
- 3. Oversee the preparation of the City's biennial budget, including analysis of data from all departments. Compilation of budget book in accordance with GFOA standards.
- 4. Prepare month end and quarterly financial reports, including preparation of financial statement packet for City Council and public.
- 5. Perform monthly bank reconciliation and year end close procedures to ensure compliance with governmental requirements.
- Re-design current ERP account structures to facilitate biennial budgeting and SAO reporting. Propose improvements and
 modifications for existing systems or processes as necessary to efficiently provide accurate reporting of financial
 transactions.
- Research, analyze and accurately interpret complex issues and technical information, make logical conclusions based on analysis and utilize information to independently make recommendations, formulate judgments and initiate or complete action.
- 8. Recommend improvements to policies and procedures to ensure compliance with accounting practices, laws and regulations; audit financial records for completeness and conformance to policies and procedures.
- 9. Oversee accounts receivable invoicing and collections, fixed assets tracking, and maintain the billing system.
- Review and verify accuracy of journal entries, accounts payable, accounts receivable, and payroll entry. Assist with staff training.
- Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

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
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- 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.