

City of Kelso, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.	TITLE <p style="text-align: center;">Accounting Manager</p>
DEPARTMENT <p style="text-align: center;">Finance Department</p>	CLASS/EXEMPT STATUS <p style="text-align: center;">Exempt</p>
DIVISION <p style="text-align: center;">Finance</p>	SUPERVISOR <p style="text-align: center;">Finance Director</p>
CLASSIFICATION RANGE <p style="text-align: center;">M-13</p>	

POSITION DESCRIPTION

The Finance and Utility Department oversees and directs the financial functions of the city and provides a variety of services to the citizens of Kelso. Under the general direction of the Finance Director/City Clerk, the Accounting Manager oversees all payroll functions, accounts payable/receivable functions, and provides administrative support to other accounting functions within the department. This position is responsible for all aspects of municipal accounting for the City of Kelso. In the absence of the Finance Director/City Clerk/Treasurer, this position will assume the full responsibility of the accounting functions in the Finance office. An extensive knowledge of the City's accounting system is necessary, and work must be accomplished with considerable independence and discretion. This position must demonstrate leadership and skills in supervising subordinates. The incumbent works in an office environment characterized by frequent deadlines and constant interruptions and must be capable of working effectively with employees, department managers, and citizens. Movement within and outside the office is essential. Punctual, regular and reliable attendance is essential for successful job performance.

ESSENTIAL FUNCTIONS

- Responsible for the professional management and completion of all assigned accounting/finance functions.
- Performs daily journal and general ledger entries; capitalizes accounts; analyzes accounts and performs account adjustments.
- Prepares periodic budget and financial reports for management and department staff.
- Prepares financial and statistical reports (including annual reports and CAFR).
- Prepares various reports and tax returns to other governmental agencies.
- Prepares information for City's annual budget.
- Maintains accounting control of City's fixed assets and inventory.
- Balances and reconciles bank statements.
- Maintains records of investments of the City's surplus funds.
- Prepares LID/ULID statements and posts receipts.
- Reconciles all bond, note, loan and grant receivables and payables, payroll and claims funds, and water deposit fund.
- Coordinate the payroll process to assure compliance with payroll policies and procedures.
- Assure time sheets are submitted and reviewed for accuracy.
- Verify payroll checks, payment authorizations, claims checks to vendors for monthly deduction and benefits related to payroll, and Quarterly reports related to payroll for accuracy.
- Prepare payroll related journal entries.
- Prepare departmental claims for payment.
- Verify checks to vendors upon completion of processing.
- Performs other duties as assigned.

POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):

EDUCATION

- Must have a Bachelor's Degree in Finance, or Accounting. A CPA Certification is preferred.

EXPERIENCE

- Three (3) years' minimum experience in Municipal Accounting. Municipal Governmental auditing experience may be substituted for Municipal Accounting Experience.
- Must be able to demonstrate proficiency in Microsoft Word, Excel and office methods procedures, special program applications, and spreadsheet programs.

KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS

- Thorough knowledge of theory and practice of municipal accounting including an understanding of generally accepted accounting practices (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements.
- Thorough knowledge of reporting principles, including management and government experience preparing the Comprehensive Annual Financial Report and other reports required by the Washington State Auditor.
- Thorough knowledge of the uniform Budgeting, Accounting, and Reporting System (BARS) prescribed by the Washington State Auditor.
- Knowledge of Municipal Government treasury operations within Municipal Government.
- Must be capable of working effectively and cooperatively with employees and department heads.
- Ability to interpret and apply department policies and procedures in making work decisions or in providing information to others.
- Must have knowledge of basic mathematics and basic statistics.
- Must have in-depth knowledge of state and federal laws applicable to payroll functions.
- Ability to maintain confidentiality of information.
- Ability to supervise subordinate personnel.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with appointed and elected City officials, City staff, and the public.
- Troubleshoot accounting problems, clarify, correct and update established procedures.
- Organize and prioritize assigned work and perform independently.
- Maintain a positive work environment supporting fair and equal treatment for employees within Equal Employment Opportunity Guidelines.
- Display initiative to resolve problems and capitalize on opportunities in the job.
- Work to resolve issues of conflicting personalities and needs.
- Keep others informed of work issues and programs by maintaining quality communication.
- Ability to cross train to perform other functions of the department.
- Be responsive to citizen's requests.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation.
- Occasionally lifting of up to 25 pounds of supplies and equipment.
- Possess a valid Driver's license.

Supplemental Information:

CONTACTS:

- Frequent contact with other City departments and staff for the purpose of work coordination, information gathering and/or problem resolution.
- Daily contact with other Finance staff for the purpose of information sharing and/or problem resolution.

- Effective communication skills are necessary for position success.

Supervision:

- May coordinate and direct support staff to ensure completion of tasks.
- No direct reports.

Accountability:

- Accountable for the accuracy and professional integrity of the City's financial systems, compliance requirements, financial reports and analysis, and advice given.
- Work is performed according to detailed and complex policies, regulations and/or accounting principles Requiring significant independent judgement in interpretation and application.

Working Conditions:

- Work is performed in an office and requires periods of intense concentration over extended periods of Time with frequent interruptions for questions and advice.
- Stress associated with competing priorities and time deadlines is occasionally an element of the position And must be recognized and successfully managed.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
P. Murray	6/22/2016	B. Butterfield	6/24/2016	S. Taylor	6/24/2016	S. Taylor	6/24/2016