

CITY OF FIRCREST, WASHINGTON

POSITION DESCRIPTION



Class Title: Accountant I
Department: Finance
Division: Finance
Representation: N/A
Salary: \$4,977 - \$6,351 per month, DOQ
Overtime Eligible

First Review of Applications: 01/24/2024

Position Open Until Filled

POSITION SUMMARY:

The Accountant I position performs a variety of technical accounting functions, and administrative work in accounts payable, accounts receivable, payroll, and general administration under the general supervision of the Finance Director.

ESSENTIAL FUNCTIONS include but are not limited to:

- Prepare biweekly payroll including state and federal taxes, medical premiums, etc.
- Prepare and reconcile monthly, quarterly, and annual payroll reports.
- Prepare and submit Department of Retirement Reports.
- Process claims and vouchers for payment and disburse City funds upon approval of vouchers.
- Balance cash on hand against receipts, prepare and balance deposits, examine receipts for accuracy and completeness, and deposit monies into the bank.
- Prepare swimming pool comparison reports.
- Monitor daily bank and credit card activity.
- Maintain the Small and Attractive Inventory system.
- Track gas, repairs, and maintenance of City vehicles.
- Serve as backup to the front desk as needed. May receipt money, business licenses and assist public with information on their utility bills. Answers multiple incoming lines, relay messages to the appropriate individual, and provides information on procedures and services.
- Prepare periodic financial, statistical, or operational reports as assigned.
- Assume other duties as assigned by the Supervisor.

AUXILIARY DUTIES:

An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by an employee in a position within this classification or lower. On occasion, an employee in this classification may perform the duties of an employee in a higher classification.

The Accountant I may also perform the following duties:

- Compose, type, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Receive citizen complaints from concerned citizens, resolve complaints, or refer the situation to the appropriate person to handle.
- Open, sort, and distribute incoming mail.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED equivalent is required.
- Two (2) year degree with specialized course work in accounting; and
- Two (2) years of increasingly responsible related experience, preferably in payroll and accounts payable; or
- A combination of education and experience to meet the required responsibilities of the position.

Necessary Knowledge, Skills, and Abilities:

Knowledge of:

- Working knowledge of payroll systems and practice.
- Knowledge of cash-based accounting.
- Knowledge of generally accepted office procedures, practices, and mathematics.
- Knowledge of personal computers and ability to learn new software.
- Knowledge of customer service techniques and maintaining positive, effective working relationships with co-workers, officials, and the public.
- Maintain confidentiality of records and information.

Ability to:

- Demonstrate skill in the operation of listed tools and equipment.
- Communicate, read, write, and understand English at a level necessary for efficient job performance.
- Maintain current skills and knowledge of methods, and techniques necessary for efficient job performance.
- Perform arithmetic computations accurately and quickly.
- Establish and maintain effective working relationships with other employees, supervisors, and the public.
- Work positively and professionally with the public, suppliers, and City staff.
- Work under pressure and/or frequent interruptions.
- Work independently with minimum supervision.
- Identify problems and make recommendations to resolve them.
- Use a personal computer and learn job-related software applications.
- Maintain predictable and regular attendance.
- Maintain a sense of humor and positive attitude.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Valid Washington State Driver's License or ability to obtain upon employment.
- Must have a driving history acceptable to the City and maintain an insurable driving record.
- Must be bondable.

SUPERVISION:

Work is performed under the general supervision of the Finance Director. This position does not typically supervise others.

TOOLS AND EQUIPMENT USED:

- Personal computer, Microsoft Office (including word processing and spreadsheet software), 10-key calculator by touch and multi-line phone system, copier, fax machine, and phone.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The noise level in the work environment is moderately quiet.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check, and job-related tests might be required.

ADDITIONAL INFORMATION:

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position. This description is not a contract of employment and is intended only to provide a general description of duties performed by an employee in this classification. Other duties may be assigned, and this description may be amended as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.