

CITY OF FIRCREST, WASHINGTON
POSITION DESCRIPTION



Class Title: Accountant I
Department: Finance
Representation: N/A
Schedule: Part-Time (0.50 FTE, approximately 20 hours per week)
Salary: \$30.55 – \$38.99 per hour, DOQ
Overtime Eligible

First Review of Applications: May 19, 2026

Position Open Until Filled

POSITION SUMMARY

The Accountant I performs a variety of technical accounting and administrative work, including asset management, accounts payable, accounts receivable, payroll, and customer service activities.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Asset & Equipment Management

- Maintain and track the City’s Small and Attractive Assets (SAA) inventory, ensuring accurate records and compliance with City policies.
- Administer and monitor the Equipment Rental & Replacement (ERR) program, including tracking equipment usage, charges, and replacement schedules, and preparing reports.
- Coordinate with City departments to ensure proper documentation, inventory updates, and reporting for City assets and equipment.
- Assist in maintaining accurate financial records related to assets and equipment.
- Track fuel usage, vehicle maintenance, and related operating costs.

Cash Handling & Accounts Payable

- Assist with balancing cash receipts, preparing deposits, and verifying supporting documentation for accuracy and completeness.
- Monitor daily bank activity and credit card transactions and report discrepancies.
- Assist with processing accounts payable claims, vouchers for payment, and disbursement of funds in accordance with City policies and approval procedures.

Payroll

- Assist with the preparation and processing of biweekly payroll, including applicable taxes, deductions, and benefit premiums.
- Assist in preparing and reconciling monthly, quarterly, and annual payroll reports.

Customer Service & Administrative Support

- Serve as backup to the front desk, including:
 - Receiving payments and issuing receipts
 - Assisting the public with utility billing and general inquiries
 - Answering and routing incoming calls
- Provide courteous, professional, and responsive customer service to the public, vendors, and City staff.
- Maintain accurate and organized records and files.
- Compose, type, and edit correspondence, reports, memoranda, and related documents.
- Receive and respond to citizen questions or complaints and refer matters to appropriate personnel as necessary.
- Open, sort, and distribute incoming mail.
- Support other departmental operations and special projects as needed or assigned.
- Perform other duties as assigned.

AUXILIARY DUTIES

Employees in this classification may perform other related duties as assigned, consistent with the position's scope and responsibilities. On occasion, an employee in this classification may perform the duties of an employee in a higher or lower classification.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent required.
- An Associate degree in accounting, finance, business administration, or a related field is preferred; or
- Two (2) years of specialized coursework in accounting, finance, or a related field.
- Two (2) years of increasingly responsible accounting, payroll, bookkeeping, or accounts payable experience.
- Experience in a governmental or municipal setting is desirable.
- An equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities necessary to perform the responsibilities of the position may be considered.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Cash-basis accounting principles and governmental accounting practices
- Payroll processing procedures and applicable state and federal regulations
- Accounts payable, accounts receivable, and financial recordkeeping practices
- General office procedures, records management, and basic mathematics
- Computer systems and business software applications (e.g., financial systems, spreadsheets)
- Customer service principles and effective communication practices

Ability to:

- Accurately process payroll and perform financial calculations
- Communicate effectively, both verbally and in writing
- Maintain organized and accurate records
- Learn and effectively use financial and payroll systems (e.g., Springbrook or similar)
- Work independently with minimal supervision while meeting deadlines
- Prioritize tasks and manage multiple responsibilities in a fast-paced environment with frequent interruptions
- Maintain confidentiality of sensitive financial and personnel information
- Analyze issues, identify solutions, and make sound recommendations
- Establish and maintain effective working relationships with employees, officials, vendors, and the public
- Provide professional and responsive customer service
- Maintain regular and reliable attendance
- Maintain a positive attitude and sense of humor in a team-oriented work environment

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid Washington State Driver's License, or the ability to obtain one 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 Suite, including Word, Excel, and Outlook; 10-key calculator; multi-line phone system; copier; fax machine; and other standard office equipment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this position.

Work is primarily performed in an office environment, subject to frequent interruptions. Work involves moderate noise typical of an office environment, including ringing phones, multiple conversations, and the operation of office machines. Noise and hazards outside of a typical office environment are limited.

Work involves sitting for long periods, and the ability to talk or hear. Hand-eye coordination and manual dexterity are necessary to operate computers, standard office equipment, and related tools. Employees must regularly use their hands and arms to reach, handle, grasp, feel, or operate objects, tools, or controls. The employee is occasionally required to stand, walk, bend, stoop, kneel, crouch, or crawl, and must occasionally lift or move objects up to 25 pounds. Employees will be required to wear safety protective gear when necessary.

Specific vision abilities required for this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

SELECTION GUIDELINES:

Selection may include a formal application review, evaluation of education and experience, oral interview, reference checks, and job-related tests.

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.

The City is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, gender identity, or any other legally protected status. Applicants requiring reasonable accommodation for the application and/or interview process should notify us immediately.

This job description does not constitute a contract of employment between the City and the employee and is subject to change as the City's needs or job requirements change.

This job description in no way implies that these are the only duties to be performed and is intended only to provide a general description of duties performed by an employee in this classification. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors. 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.

BENEFIT INFORMATION:

The City offers a comprehensive benefits package for qualifying employees. Benefits for this position include participation in the WA State Department of Retirement Systems PERS Plan 2 or Plan 3, access to a voluntary deferred compensation program, an Employee Assistance Program (EAP), and a fitness reimbursement plan designed to support employee health and wellness.

Eligible employees receive generous paid leave benefits, including eleven (11) paid holidays annually, one personal holiday, vacation leave, and sick leave. Paid leave benefits are provided on a prorated basis for part-time employees.

The City of Fircrest is committed to fostering a healthy, supportive workplace that promotes employee wellness and enhances quality of life. In recognition of its commitment to employee well-being, the City is a recipient of the Association of Washington Cities Well City Award.