



JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Finance

LOCATION: Lebanon, OR
DATE: October 2019
JOB STATUS: Non-Exempt
FLSA Exempt: No

JOB TITLE: Accountant

PURPOSE OF POSITION: Perform a variety of accounting duties to include but not limited to the functions: Accounts Payable, Accounts Receivable, Payroll, General Ledger and Other Complex Accounting Tasks.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Reconciles cash accounts, fund balances, vendor, and specific balance sheet asset accounts. Reviews revenue and expense accounts. Reclassifies accounting transactions into proper account classifications.
2. Reviews and analyzes transactions processed by others for accuracy, proper account coding or classification and allocation. Follows up with vendors, suppliers, and agencies to reconcile transactions.
3. Prepares work-in-progress reports depicting monthly account activity, year-to-date balances and variances. Works with functional leaders to prepare narrative explanations of account activity.
4. Participates in the preparation of periodic financial statements, including variance analysis, for management and governing boards. Assists with opening and closing of financial records based on fiscal year.
5. Assists in the preparation of audit workpapers.
6. Assists in preparing program, project, and budget-related presentation materials for the Board and other advisory groups.
7. Receives and posts charges for services provided by or claims from the City. Prepares account receivable invoices and account information.
8. May serve as a cashier, accepting and disbursing funds.
9. May prepare bank deposits and reconcile bank statements.
10. Sets up and maintains employee payroll records. Ensures records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions.

11. Prepares regular and variable payrolls for personnel, prepares retirement reports. Computes payroll deductions including those for retirement, union dues, withholding taxes and insurance.
12. Verifies accuracy of individual employee benefit rates, calculating unused portion of allowable benefit cap. Sets up and maintains payroll vendor files for various benefits and miscellaneous deductions.
13. Calculates pay data and benefits arrangements for employees leaving service, retirees, and special circumstances. Reconciles voluntary employee deductions and payments for payment to third party insurers.
14. Assures payroll timelines are met, maintains payroll controls, and assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations and policies.
15. Audits and updates regular and supplemental payrolls adding payroll information for new employees and calculating proper deductions on an 'as-needed' basis.
16. Prepares reporting of federal, state, and special payroll taxes and statutory fund contributions to external agencies. Prepares retirement and withdrawal forms and reports for both academic and classified pay systems.
17. Participates in activities connected with the development and maintenance of automated payroll systems using relational databases.
18. Performs other duties as assigned.
19. Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in workflow.

MANDATORY QUALIFICATIONS:**Education & Experience:**

1. Bachelor's degree from an accredited college or university in Accounting, Business, Finance or related field;
2. Two (2) years of progressively responsible accounting work experience.

Licenses & Certifications: N.A.

DESIRABLE QUALIFICATIONS:

1. Experience in fund accounting and/or government finance.
2. CPA License

KNOWLEDGE, SKILLS AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Basic accounting practices, business English, grammar and report composition, use of office equipment, including general use of word processing and spreadsheet software, and advanced knowledge of a variety of office procedures and practices.
2. Word processing and spreadsheet software.
3. Reporting and disclosure requirements of government entities.
4. Generally Accepted Accounting Principles (GAAP).

Knowledge and Skills in:

1. Generally Accepted Accounting Principles (GAAP), practices, methods and procedures.
2. General Accepted Auditing Standards (GAAS).
3. Auditing procedures and budgeting principles.
4. Billing procedures, journal entries and reconciliation process.
5. Computer applications and uses for accounting activities.
6. Accounting systems.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationships.
4. Perform the essential functions of the job.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility.
2. Duties involve moving materials weighing up to 25 pounds on a regular basis and may infrequently require moving materials weighing up to 50 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. Incumbent may provide training and orientation to newly assigned personnel on department policies, practices and procedures.

SUPERVISION RECEIVED: Works under the direct supervision of the Assistant Finance Director.



10/22/19

Approved by City Manager:

October 2019