ORGANIZATION:	City of Sherwood	**DATE**: 2013
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Finance	
FLSA STATUS:	Non-Exempt (AFSCME)	
JOB TITLE:	Accountant – Pay Group 7	

PURPOSE OF POSITION:

The Accountant is responsible for exercising discretion and independent judgment in performing the full range of routine and complex departmental accounting and record-keeping functions.

ESSENTIAL JOB FUNCTIONS:

Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.

Prepares journal entries and reconciles general ledger and subsidiary accounts; prepares monthly financial reports, including distributing monthly revenue and expenditure reports to departments.

Analyzes and reconciles expenditure and revenue accounts, including the reconciliation of bank statements to the general ledger and capital projects.

Reconciles postings from accounts payable, cash receipts, and accounts receivable to the general ledger; prepares journal entries.

Applies general and governmental accounting/auditing principles and procedures, laws and regulations affecting the financial operations of municipal government.

Audits assigned financial records for accuracy and proper classification of financial transactions.

Assists in the coordination of the annual external audit

Prepares entries to maintain the fixed asset ledger; enters new and updated data into the accounting system, including all capital purchases, fixed asset transfers and deletions.

Monitor expenditures to ensure compliance with adopted budget and contracts.

Monitor grant, IGA, and lease agreements for proper classification and compliance.

Develops complex computerized spreadsheets for various reports.

Provides accounting assistance to other departments and employees.

Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting.

Performs other duties as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of the principles, methods and practices of fund accounting, cost accounting, financial reporting, internal controls and auditing procedures. Experience with sophisticated fund accounting software. Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field and two (2) years of responsible professional public accounting experience. Or any satisfactory combination of training and experience which would provide the required knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: Broad knowledge and experience in government accounting in a customer service environment, particularly in a municipality.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. 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 function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on policies and practices.

SUPERVISION RECEIVED:

Works under the direction of the Finance Director.