

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ACCOUNTANT- Part Time

Department: Finance	FLSA Status: Non-Ex
Employee Group: AFSCME	Salary Grade: H
FTE Status: Part Time	Date: January 2019

General Functions:

Under the supervision of the Finance Director, or Accounting Manager as assigned, this position may be responsible for a variety of processes associated with the City's financial functions. These functions may include any of the following: general ledger journal entries, general ledger research and analysis, financial software conversion and maintenance, accounts receivable, accounts payable, collections, cash receipts, bank reconciliations, utility billing and/or other relative tasks in support of the Finance Department.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Assists in the overall accounting function of assuring that the City's assets are safeguarded against loss from unauthorized use, that transactions are executed and properly documented and recorded and helps to ensure accountability of the City's assets.
4. May conduct financial research by collecting information from the general ledger of current operating levels, costs reports and statements of receipts and expenditures for use by others during budget preparation.

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5. Initiates various types of accounting projects and reports; ensures that revenues are collected in a timely manner and reviews financial activity relative to the City budget to ensure that the City is in compliance with Oregon Budget Law.
6. Compiles, enters and classifies data from various sources to make summary reports; reviews data to determine significant trends. Verifies summaries against source documents in accordance with established formulas, equations and technical data. Prepares reconciliation sheets and maintains accounting records according to established accounting and bookkeeping methods.
7. Calculates, posts and verifies data to produce regular or special billings; balances reports and other records.
8. Analyzes and prepares financial reports; gathers historical and statistical data; prepares costs and revenue reports; audits accounting records and prepares and maintains other financial reports ensuring compliance with City policies and other pertinent laws and regulations.
9. May perform the utility billing function, may perform any of the following duties: Maintain customer accounts through telephone, counter and mail contact; post and balance utility cash and receipts; prepare water and sewer billings; operate data processing equipment; maintain senior/low income discounts; collection of delinquent accounts; request water service disconnects and reconnects. Authorized to make adjustments in customer accounts for water leaks. Coordinates meter readings with meter-reader and the Public Works Department.
10. May reconcile and maintain accounts receivable including reconciling total receipts to bank deposits; preparing reports and statements including monthly aged receivable reports; pursuing collection of delinquent accounts; and reconciling subsidiary ledgers to the general ledger.
11. Specializes in portions of the accounting function such as general ledger or other accounting modules/functions and has sufficient knowledge and ability to assist in any area of bookkeeping and accounting.
12. Screens and answers inquiries from other departments and the public.
13. May work with auditors providing information and preparing audit work papers.
14. Assists others with special projects and performs other duties as assigned.
15. Function as a back-up cashier.

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i. Graduate of a four (4) year college with a bachelor's degree in accounting, finance, business administration or related field.
- ii. A Certified Public Accountant (CPA) professional certification or equivalent designation is desirable.
- iii. Required computer skills include high level of technical knowledge of financial applications, spreadsheets and word processing.
- iv. Satisfactory equivalent combination of applicable experience, education and training which ensures the ability to perform the work, as determined by the hiring authority, may be substituted for the above.

b) Training:

- i. Must have considerable knowledge of generally accepted accounting principles (GAAP), bookkeeping/accounting principles and practices. Requires ability to perform and analyze detailed work involving numeric data and to maintain moderately complex financial information.

2) Supervision:

Received: Work is performed under the general supervision of the Finance Director and/or the Accounting Manager.

Exercised: Supervision of others is not a normal responsibility of this position. May assist in training, lead work responsibilities.

3) Communication:

Has frequent communication with all departments.

Must communicate with auditors, during audit and financial statement preparation; with lawyers, regarding collections and foreclosures; and with other governmental entities.

May interact with the City's residents regarding water billings. Assesses and rescinds fees and takes other actions necessary to resolve problems when implementing City policies and procedures.

Relationships that must be maintained with organizations outside the City include: citizens, vendors, banks, auditors, lawyers, and other governmental entities.

4) Cognitive Functions:

Work is governed by written City policies and ordinances, established procedures and accounting principles and federal, state and county laws.

5) Working Conditions:

Normal office work environment.

Work schedule is normal business hours.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date