CITY OF TUALATIN
Classification Description

Job Title: Accountant
Department: Finance
Reports To: Accounting Supervisor
FLSA Status: Non Exempt

SUMMARY: Assists in planning, organizing and auditing the accounting and financial transactions of the City. Works independently to solve complex accounting problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs advanced professional accounting work in the processing and maintenance of financial data and expenditure controls. Collects, compiles, tabulates and analyzes data and accounting procedures.

Prepares audits of internal functions and procedures including contracts, purchasing, franchise agreements, business licenses, taxes and other financial activities.

Maintains and assures the accuracy of journals and ledgers.

Prepares, verify, adjusts and balances control accounts for budget processing.

Monitors the fixed asset program and the purchasing function.

Compiles information for a variety of narrative and statistical reports.

Reviews vouchers and makes necessary adjustments.

Reconciles bank statements, report discrepancies and problems.

Responds to inquiries of a research or technical nature and prepares copies of documents upon request and distributes them as directed.

Maintains department control records, computer backup tapes, etc.

Assists the public, public officials and other employees in a friendly and courteous manner.

Drives to city facilities, vendors, training programs, and meetings as necessary.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities. May provide direction to Accounting Technicians.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.
**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

**Attendance & Punctuality** – Consistently at work and on time; Arrives at meetings and appointments on time.

**Cost Consciousness** - Works within the approved budget; Conserves organizational resources.

**Crisis Management** – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

**Customer Service** - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

**Dependability** - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

**Diversity** - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

**Ethics** - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

**Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Interpersonal Skills** – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

**Oral Communication** - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.
Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.


Mathematical Skills & Abilities: Ability to work with mathematical concepts such as probability and statistical inference quickly and accurately. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to analyze accounting and auditing problems and to develop effective controls. Ability to maintain moderately complex financial records and prepare clear and concise reports.
**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Special Skills:** Ability to maintain confidentially of information. Ability to establish and maintain effective working relations with the general public, public officials and other employees. Ability to operate various office equipment including: PC, data terminal, typewriter, printer, fax, copier and telephone. Any satisfactory equivalent of education, experience and training which ensures the ability to perform the work may substitute for the above qualifications.

**Computer Skills:** Ability to operate a personal computer. Recent and extensive experience with a mainframe based financial system. Experience with financial software, which has many integrated software modules such as: cash receipts, general ledger, purchasing and payroll. Working knowledge of word processing and spreadsheet software programs.

**Certificates, Licenses, Registrations:** Possession of, or the ability to secure possession of, a valid Oregon driver's license.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in Accounting and three years of progressively responsible experience performing advanced accounting duties, preferably for a public agency.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. Duties of this position will be performed in an indoor environment with a quite to moderate noise level. While performing the duties of this position an employee may be subject to frequent interruptions.