

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Senior Accountant
Supervisor: Treasurer	Department: Finance
Wage Grade: 10	Full Time/Part Time: Full-Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By: <i>[Signature]</i>	Date: <i>8/30/07</i>
Reviewed By: <i>[Signature]</i>	Date: <i>8/30/07</i>
HR Manager Approval: <i>[Signature]</i>	Date: <i>8/30/07</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description outlines the general requirements of this position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **08/2007**

What is the overall purpose and objective of this position (why does this position exist)? **This position functions as the Senior Accountant and is responsible for performing or supervising staff engaged in: classification and verification of accounting transactions; accounts maintenance, posting transactions, and adjustments; accounts record keeping,**

accounts maintenance, posting transactions, and adjustments; accounts record keeping, accounts reconciliation; analysis of accounting data; and report preparation. Reviews and analyzes accounts, records, financial statements, internal controls, and fiscal procedures.

Explain the level of supervision received: **This position receives direct supervision from the Treasurer.**

Explain the level of supervision this position exercises: **Responsible for the direct supervision of the Accounting Assistant II – Payroll, Accounting Assistant I – Accounts Payable, and the Administrative Assistant II.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility of or the main functions of the job.

1. **Supervises, directs, and coordinates clerical and/or accounting operations in: payroll, fixed assets, accounts payable, and the administrative assistant.**
2. **Conducts employee training as necessary.**
3. **With assistance of the Human Resources Manager, prepares written performance evaluations, initiates and administers personnel and disciplinary actions, and resolves grievances for direct reports.**
4. **Maintains subsidiary ledgers, and reconciles subsidiary ledgers to the General Ledger.**
5. **Performs tests of accounting records to verify accuracy, completeness, and propriety.**
6. **Assists with data entry and verification of accuracy.**
7. **Reconciles balance sheet accounts for accuracy and completeness.**
8. **Assists with the preparation of year-end work papers and audit schedules.**
9. **Prepares budgetary back-up schedules and maintains budget data.**
10. **Reviews and prepares accounting reports for management and outside agencies as required.**

Does this position have access to confidential information? Yes No If yes, please provide detail. **The Senior Accountant through payroll and accounts payable has access to: Sales tax returns, child support payments, IRS garnishments, court ordered garnishments, employee evaluations, social security numbers, and credit card numbers.**

Does this position have access to or handle City funds? Yes No If yes, please provide detail. **The Senior Accountant oversees and supervises the payroll and accounts payable functions.**

Is it important to this position that the employee be able to communicate fluently in English? Yes No If yes, please explain. **Position requires direct verbal and written**

communication with the City of Unalaska staff, the public, agencies, vendors and various organizations and requires a high degree of skill and fluency in this area.

What are the minimum qualifications necessary for this position?

- **An associate's degree in accounting or finance.**
- **Minimum three years professional accounting or finance experience.**
- **Minimum two years supervisory experience.**
- **Minimum two years experience in general accounting, accounts payable, payroll.**
- **A valid Alaskan driver's license or ability to obtain one within 30 days of hire.**
- **Other combinations of education and/or experience that provide the knowledge, skills, and abilities listed may be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **A bachelor's degree from an accredited college or university in accounting or finance.**
- **Five or more years of professional general accounting experience including at least two years as a supervisor.**
- **Two or more years experience in governmental accounting.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Knowledge of generally accepted accounting theories, principles, policies, practices and terminology.**
- **Knowledge of techniques and methods used in finding errors in accounting.**
- **Ability to perform special analyses and to analyze financial records in ascertaining facts.**
- **Ability to supervise and perform the general accounting, accounts payable, payroll functions.**
- **Knowledge of the principles and practices of employment supervision, including employee development, labor contract requirements, performance evaluations, and progressive discipline.**
- **Ability to identify employee training needs and activities to improve employees' professional skills, abilities, and performance.**
- **Ability to determine work priorities.**
- **Ability to review and evaluate the work of subordinate staff to ensure that high operational and service standards are met and maintained.**
- **Knowledge of general record keeping and filing systems utilized in Financial Departments.**
- **Ability to manage simultaneous tasks and projects, and to meet multiple deadlines.**
- **Ability to develop and maintain productive working relationships within the department, with other City departments, vendors, and others.**
- **Ability to work under pressure and maintain professionalism.**

List the required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Must be proficient in a Windows environment, including word processing, spreadsheet, and database software.**
- **Must be able to operate a City automobile.**
- **Knowledge of office practices, procedures, and general office equipment.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	o
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position, which make these factors important:

Position responds to a wide variety of time-sensitive requests and demands that require problem-solving skills and analytical abilities. Must be able to effectively and communicate a variety of professional accounting procedures and processes to subordinates and others both verbally and in writing. Must be able to listen, understand, and relay information in an accurate manner. Must meet department and City of Unalaska goals and administrative directives.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Valid Alaska Drivers License or the ability to obtain one within 30 days of employment. As a condition of employment, this position is subject to a background check and successful completion of pre-employment drug screening.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position that should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes X No If yes, please explain: **Occasional emergency or non-traditional work hours may be necessary. Work conditions are consistent with normal office environment.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities that require physical demands checked.

1. Strength				
a. Standing	X	15 % of time		Majority of time spent behind a desk or in meetings.
Walking	X	15 % of time		
Sitting	X	70 % of time		
b. Lifting	X	25 lbs.		Occasionally needed.
Carrying	X	25 lbs.		
Pushing	X	25 lbs.		
Pulling	X	25 lbs.		
2. Climbing	o			
Balancing	o			
3. Reaching	X			Required in day to day activity in retrieval of working materials.
Handling	X			
4. Stooping	X			Intermittently and occasionally in the course of duties, operating copy machine, handling cases of copy paper.
Kneeling	o			
Crouching	o			
Crawling	o			
5. Speaking	X			Coordinate activities, projects and meetings.
Hearing	X			
6. Seeing	X			Read paper documents and computer screens.
Depth Perception	o			
Color Vision	X			

HISTORY SUMMARY

- 04-2003 Put JD in new format. Minor language changes.
- 08-2007 Changed to show reports directly to City Treasurer. Clarified minimum qualifications to include 2 years supervisory experience and 2 years in general accounting, accounts payable, and payroll. Added experience in governmental accounting to preferred qualification section. Moved information from preferred qualification section to essential skills, knowledge and abilities section. Improved successful performance standards section with more standard language.