League of Oregon Cities

JOB DESCRIPTION

Position Title: Senior Accountant Date: March 2023

Department: Member & Administrative Services

Accountable to: Executive Director

Supervision Exercised: None

Classification Status: Exempt / Regular Full Time / Grade 17

Primary Objectives of the Position

Under general direction of the Executive Director, the Senior Accountant performs a variety of governmental accounting, finance, budgetary, and payroll-related tasks for the League of Oregon Cities and several of its affiliate entities. Duties include but are not limited to: maintenance of general ledgers; budget and audit support; special research projects and analysis; forecasting supporting; payroll support; leadership and assistance to the Accounting Specialist; and knowledge of current laws that may affect the organization or its affiliate entities. This position may lead or oversee the work of others but will not exercise direct supervision over other positions.

Essential Functions of the Position

- Balances all general ledger accounts to the various subsystems; assures expenditures are
 accounted for properly; corrects miscoding and adjusts individual accounts; assures internal
 controls of subsystems are operating properly; and prepares journal entries, budgetary
 projections, and forecasts.
- Ensures reconciliations to the various general ledger accounts are completed on a timely basis so monthly, quarterly, and annual closings may be completed.
- Assists the Executive Director with: revenue and expenditure forecasts; financial model updates and scenario evaluations; cost allocation plan updates and revisions; annual budget; balancing of funds' cash, fund balance, revenues, and expenditures.
- Provides advice and technical assistance regarding the League's and its affiliates' budgets;
 participates in internal reviews on proposed budgets and identifies possible alternatives, generates
 budget worksheets. Consolidates department budgets into a League-wide budget document.
 Periodically monitors the budget by reviewing reports and accounting records to determine if
 allocated funds have been spent as specified; makes appropriate recommendations if deviations
 appear between approved budget and actual performance.
- Analyzes reports, recognizes discrepancies, researches discrepancies and reports these to the Executive Director.
- Compiles and performs both routine and complex data analysis.
- Oversees entry of payroll, payroll-related taxes and employee benefit payments, including onboarding new employees and maintaining payroll files.
- Reviews work of and assists the Accounting Specialist.
- Leads and coordinates the annual financial audits for the League, Foundation, OCCMA, and OMEU
- Monitors miscellaneous accounts receivable balances, purchase orders, grants, capital assets, and debts
- Assists the Executive Director with special projects as assigned.
- Serves as primary program manager for the Finance Committee and Budget Committee.

- Manages commercial banking relationships.
- Communicates with other League personnel and contacts outside the organization with limited supervision.
- Maintains cooperative working relationships with staff, clients, other organizations, and the public.
- Follows all safety rules and rules for work areas.
- Demonstrates professionalism in communications, work habits, and attire; commitment to customer service and growth of the organization; a positive attitude; and regular office attendance.
- Performs other related duties as assigned.

Screening Criteria

Bachelors Degree in finance or business administration

AND

Two years experience of independent professional level accounting experience OR

At least six years of equivalent combination of education, training, and/or work experience that would likely provide the knowledge skills, and abilities to successfully perform the essential functions of the position.

Necessary Special Requirements

 Possession of a valid driver license accepted in the state of Oregon, proof of acceptable driving record, and an insured and reliable vehicle.

Knowledge, Skills, and Abilities

- Thorough knowledge of the generally accepted accounting principles, methods, and procedures.
- Knowledge of Generally Accepted Auditing Standards.
- Thorough knowledge of accounting software applications including the Microsoft Office Suite (of particular importance are a working knowledge of Excel, Word and Outlook).
- Thorough knowledge of research techniques, methods and procedures with the ability to prepare reports and findings.
- Knowledge of auditing and budgeting principles.
- Knowledge of billing procedures, journal entries, and reconciliation processes.
- Thorough knowledge of payroll processing, entries, and compliance.
- Thorough knowledge of modern office management and supervisory practices and techniques.
- Ability to effectively present complex ideas both orally and in writing.
- Ability to prepare concise and detailed technical reports and charts.
- Excellent organizational skills, with a high level of attention to detail to ensure accuracy.
- Ability to establish and maintain effective working relationships with other employees.

Desirable Experience and Training

- Knowledge of iMIS database; LOC's member database system.
- Knowledge of local government finance practices, particularly in Oregon.

Physical Requirements/Work Conditions

General Office Worker

Frequency Definitions:

(N) Never: Not required and not done on the job.

(R) Rare: May be required on a very infrequent basis; less than 1% work shift; may occur 1-5

times/minutes per shift.

(O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.

F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours

per 8-hour shift.

(C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per

8-hour shift.

WO	WORKING CONDITIONS								
Are there particular working conditions associated with this position which should be noted? Check or									
list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above):									
N	R	0	F	С	Condition	Comments/Detail (if applicable)			
				\boxtimes	Indoors	, ,			
	\boxtimes				Outdoors				
		\boxtimes			Extended work hours				
\boxtimes					Travel to multiple worksites				
		\boxtimes			Low background noise				
	\boxtimes				Moderate background noise				
\boxtimes					High background noise				
\boxtimes					Fumes/odors				
\boxtimes					Dust				
\boxtimes					Varied/extreme temperatures				
\boxtimes					Cramped workspace				
					Exposure to hazardous materials				
					Personal protective equip. required				
					Other (specify)				
,									
MATERIALS AND EQUIPMENT USED									
Are there particular materials and/or equipment used with this position which should be noted? Check									
or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions									
abo			_		0 110	O - married ID - to it			
N	R	0	F	C	Condition	Comments/Detail			
H	<u> </u>	<u> </u>		<u> </u>	Computer				
H		<u> </u>		<u> </u>	Mouse/Trackball				
H			<u> </u>	<u> </u>	Ten Key/Calculator				
H	<u> </u>		<u> </u>	<u> </u>	Copier				
Ш	Ш	\boxtimes	Ш	Ш	Fax Machine				

			\boxtimes	П	E-mail						
片	Ħ	Ħ		Ħ	Telephone						
\boxtimes	Ħ	ī	$\overline{\Box}$	ī	Hand Tools						
Ħ		百	Ħ	$\overline{\Box}$	Automobile (company ⊠						
		_			personal ⊠)						
					Other (specify)						
PHYSICAL DEMANDS											
Are there particular physical demands associated with this position? Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above):											
N	R	0	F	С	Physical Demand	Description (if O, F, or C checked)					
\vdash	П	\boxtimes	П		Standing	onconcu,					
Ħ	П		Ħ	Ħ	Walking						
Ħ	Ħ			Ħ	Sitting						
Ħ	Ħ	一一	$\overline{\boxtimes}$	$\overline{\Box}$	Driving	Travel to/from training locations					
					Lifting/Lowering (Max: 50 Avg. 25						
l_{\Box}	\bowtie				lbs.)						
		ш	Ш	ш	with assistive equipment?						
_					Yes No 🗌						
牌		<u> </u>	<u> </u>	<u> </u>	Carrying (Max: 20 Avg. 5 lbs.)						
牌		<u> </u>	<u> </u>	<u> </u>	Pushing (Max: 50 Avg. 25 lbs.)						
H		<u> </u>	<u> </u>	<u> </u>	Pulling (Max: 50 Avg. 25 lbs.)						
H		Н	<u> </u>	<u> </u>	Climbing (Max height: 18")						
ዙ		<u> </u>	<u> </u>	<u> </u>	Stairs						
H		<u> </u>	<u> </u>	<u> </u>	Balancing						
H			$\frac{\square}{\square}$	\perp	Stooping						
H		<u> </u>	<u> </u>	<u> </u>	Twisting						
H		<u> </u>	<u> </u>	<u> </u>	Kneeling						
H		<u> </u>	<u> </u>	<u> </u>	Crouching						
H		<u> </u>	<u> </u>	<u> </u>	Crawling						
H		<u> </u>	<u> </u>	<u> </u>	Reaching overhead						
H				\perp	Reaching shoulder level						
H	<u> </u>	<u> </u>		<u> </u>	Handling						
H	<u> </u>	<u> </u>		<u> </u>	Pinching						
H		<u> </u>		<u> </u>	Grasping Wrist motion						
H	$\overline{\Box}$			$\overline{+}$							
H	<u> </u>	屵		<u> </u>	Speaking Hearing						
H	<u> </u>	<u> </u>			Seeing						
H		<u> </u>			Writing						
ዙ		<u> </u>		<u> </u>	Depth Perception						
H			 	<u> </u>	Color Vision						
H	<u> </u>		 	<u> </u>	Other (specify)						
ዙ	<u> </u>	<u> </u>	 	<u> </u>	Other (specify)						
Щ	Ш		Ш	Ш	outer (apecity)						