

**City of West Richland  
Job Description**

**Job Title: Accountant**  
**Department: Finance**  
**Reports To: Finance Director**  
**FLSA Status: Exempt**  
**Prepared By: Jessica Platt, Finance Director**  
**Approved By: Brent Gerry, Mayor**  
**Approved Date: March 7, 2019**

**Summary**

Under the general direction of the Finance Director, performs professional accounting work in the interpretation/application of complex rules, regulations and financial data. Accounting and administrative duties include accounts receivable, project accounting, forecasting and data analysis, and reconciliation of accounts and cash receipts in accordance with set guidelines. Serves as back-up to the Senior Accountant and Accounting Technician/Accounts Payable.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Performs a variety of professional accounting duties including account analysis, journal entry preparation, routine reconciliations and internal auditing.

Reviews, monitors, recommends changes and controls for the City's accounting policies and systems in conformance with budgeting, accounting, and reporting systems.

Compiles and summarizes complex financial data; reconciles assigned accounts; process, reviews, balances and distributes various accounting reports.

Assists with the development and update of financial forecasts and utility rate models.

Reads, interprets, applies and explains codes, rules, regulations, policies and procedures.

Communicates complex financial information to a variety of audiences in writing and verbally in a clear and positive manner.

Analyze monthly and quarterly retail sales and use tax data and other revenues for accuracy and compliance and develop reports for Director.

Assist in the preparation of the biennial budget, annual financial report, quarterly financial reports, and monthly financial reports.

Responsible for all aspects of accounts receivable including:

- Accurate and timely invoice preparation and distribution;
- Processes past due notices;
- Monthly reconciliation and report preparation; and
- Tracking delinquent payments and collections.

Responsible for daily cash reconciliation.

Prepare and edit letters and correspondence, administrative reports, presentations and other documents.

File department correspondence and records.

Courteously greet the public and answers questions; respond to inquiries from employees, citizens and others and refer, when necessary, to the appropriate person.

Provide coverage for front desk functions as needed.

May assist with utility billing as needed.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

### **Qualifications**

Knowledge of:

- Principles, practices and techniques of governmental accounting.
- Federal and state accounting and auditing rules and regulations.
- Preparation of financial budgets, statements, and comprehensive accounting reports preferred.
- Internal control standards.
- Must be proficient in Word, Excel and PowerPoint.
- Interpersonal skills using tact, patience, and courtesy.
- City organization, operations, policies, and objectives.
- Operation of a computer terminal and general office equipment.

Ability to:

- Review and evaluate complex data for accuracy.
- Communicate effectively both orally and in writing.
- Use independent, professional judgment to interpret laws and regulations, make sound recommendations and/or implement appropriate accounting mechanisms.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Create detailed spreadsheets as required.
- Collect, organize, and analyze data from multiple sources and prepare reports and

other documents.

- Perform a variety of mathematical and statistical calculations quickly and accurately.
- Establish and maintain cooperative and effective business relationships with co-workers and the general public.
- Organize work for maximum efficiency.
- Meet schedules and timelines.
- Type with speed and accuracy.
- Work independently from general instructions and broad work expectations.

## **Education and/or Experience**

### **Minimum Criteria:**

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance, Business, or closely related field plus one year of progressively responsible professional accounting experience required. Two years progressively responsible professional accounting experience preferred.

### **Preferred Criteria:** *(In addition to Minimum Criteria)*

Washington State governmental accounting experience.

## **Competencies**

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

### **Core**

**Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

**Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

**Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

**Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

**Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

Customer Service – Employee must be able to work in situations with hostile customers while maintaining tact and professionalism and adhering to prescribed departmental policies and procedures. Must also work effectively with elected officials, staff and vendors.

Interpersonal Skills – Confidentiality is required due to the sensitive nature of some documents or messages. A high level of integrity is required to maintain objectivity in dealing with customers and City employees.

Oral Communication – Effective communication skills are essential due to the variety of public interfaces required for this position. Must be able to represent personal view or position, but be flexible and able to carry out actions which may contrast with personal preference.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit.

Organizational Support – Follows policies and procedures; supports organization's goals and values. The position requires frequent interaction with the general public and City staff, and elected officials.

Judgment – Exhibits sound and accurate judgment; 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.

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 and offers help when needed.

Planning/Organizing – Must be able to understand, relate and contribute to strategies to improve communications and service. Prioritizes and plans work activities; uses time efficiently.

Professionalism – Must be able to interact with others using tact, patience and courtesy. The individual in this position must maintain a customer service orientation, be courteous and diplomatic in the exchange of information, and present a positive image of the City to its customers.

Quality – Demonstrates accuracy and thoroughness.

Adaptability – Adapts to changes in the work environment.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent.

### **Language Skills**

Ability to read and interpret documents such as codes, rules, regulations, policies and procedures. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Physical Demands**

The physical demands 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 and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.