



Senior Accountant/Deputy Treasurer

FLSA Designation: Exempt - Administrative

Pay Grade:

The principal function of the Senior Accountant is to assist in all financial activities of the city including but not limited to investments, banking, accounts receivable, accounts payable, cash, payroll, general ledger, asset management, licensing, permitting, taxes, and the annual budget. The Senior Accountant reports to and works under the direction of the Finance Director and is expected to have the ability to work independently to accomplish the functions of this position.

Ideal Functions

- Performs/assists in accounts payable duties, including vendor maintenance, invoice data entry and payment, statement review, financial reports, 1099s, credit card processing, month end close, purchase orders and Lease to Locals;
- Performs daily cash receipting, including electronic scanning of daily bank deposits;
- Prepares and processes bi-weekly payroll functions. Including timekeeping, state retirement (PERSI), state and federal taxes, benefits transmittal payments;
- Prepares and processes quarterly and annual payroll taxes, W2s and ACA;
- Performs employee onboarding and post hire duties including background checks, hiring packet, payroll setup, benefits, drug screening, workers compensation, etc.;
- Supports City events with additional financial tools like Stripe, Square, Venmo and bank reconciliation;
- Assists Finance Director with the month-end financial closing process, including the review and analysis of monthly revenue and expenditures and identification of areas of review for senior management;
- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Requirements

- Superior technical skills in the application of principles and practices of accounting;
- Ability to interpret, understand, explain, and apply city, state, and federal laws regulating City financial accounting, reporting, and recordkeeping; investment of funds; bond issuance; and loan financing;
- Knowledge of accounting and reporting software;
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making;

- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

Acceptable Experience and Training

- Bachelor's degree in accounting, business or public administration, or closely related field;
- Master's degree in accounting, business or public administration, highly desirable;
- Three (3) years' experience in accounting or financial management that includes supervisory responsibilities;
- Knowledge of Generally Accepted Accounting Principles (GAAP);
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Licenses and Other Requirements

- Certified Public Accountant, desirable but not required;
- Applicants must be able to pass a background and credit check.

Working Conditions and Physical Efforts

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to understand verbal instructions and to communicate effectively;
- Sufficient visual acuity which permits the employee to perform the above duties;
- Sufficient manual dexterity to perform office functions and operate office equipment;
- Sufficient physical ability to perform the above duties;
- While performing the duties of this job the employee will occasionally need to lift, carry, push or pull up to 30 pounds;
- Jobs in this class require performing repetitive hand movements and will require sitting, standing and walking;
- The physical effort characteristics and working environment 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.