



**City of Duvall**

Small Town. Real Life.

**THE CITY OF DUVALL  
WASHINGTON**

**ACCOUNTANT**

**\$31.21/hour – \$39.49/hour**

30 hours per week

Potential for full time pending budget review

Submit a Cover Letter, Resume, and signed  
City of Duvall Application

to

[job.apply@duvallwa.gov](mailto:job.apply@duvallwa.gov)

by

July 24, 2019

# **City of Duvall**

## **Position Description**

Class Title: Accountant  
Department: Finance  
Classification: Non-Union, Part-Time  
Date: 12/2005

### **GENERAL PURPOSE**

This position performs complex accounting tasks. Incumbent maintains general ledger accounting system in accordance with accounting principles and legal requirements, confirms balances, posts financial records, and prepares financial reports. Monitors and coordinates all accounting functions to ensure that transactions are appropriately recorded. Develops and implements accounting/financial policies and procedures. Incumbent is required to organize and initiate work tasks, often against rigid deadlines. Work is generally performed within strict accounting principles and guidelines; however, incumbent interprets and evaluates expenditures and income classifications. This position works with specialized funds such as grant funds, enterprise funds or trust funds. The work requires knowledge of specialized accounting procedures and guidelines, and analytical skills sufficient to perform difficult fiscal record keeping. Prepares or assists with preparation of the City's annual financial report. The position works with staff, and on occasion works with the public, city council, answers questions and deals with sensitive financial issues, and is expected to make independent judgments and decisions in coordination with the finance director.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Finance Director.

### **SUPERVISION EXERCISED**

None generally. May supervise other part-time or temporary staff as assigned.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Assists the Finance Director with preparation of the budget and financial reports.
- Posts transactions and adjustments to the financial system.
- Monitors accounting processes and transactions to ensure that they are compliance with accounting principles, applicable laws/regulations/policies, and requirements of the state auditor's office.
- Reconciles bank and investments accounts.
- Reconciles general ledger accounts, ensures account balances are correct.
- Develops, monitors and implements accounting internal controls, processes and procedures.
- Monitors and reconciles subsystems to general ledger, such as accounts receivables and utilities.
- Compiles and analyzes financial information to ensure accuracy.

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- Designs, prepares and submits financial reports as required.
- Monitors grant activity, ensures grant transactions are recorded and reported in compliance with applicable requirements.
- Maintains the general ledger chart of accounts, ensures compliance with BARS requirements.
- Monitors cash balances and participates in banking and investing functions.
- Monitors expenditures for compliance with budget.
- Provides direction and support to clerical accounting staff.
- Provides support and customer service to City departments on accounting and financial issues, ensures that they have the necessary reports and financial information for decision-making and reporting.
- Provides information to the auditors during the annual audit.
- Provides backup for subsidiary accounting functions such as payroll and accounts payable.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Bachelor's degree in accounting, business administration or related field emphasizing accounting/finance course work, and
- (B) 3 - 5 years progressively responsible accounting work, preferably in the public sector; or
- (C) Any equivalent combination of education and experience that would provide the required knowledge, skills and abilities.

#### **Knowledge, Skills and Abilities:**

- Knowledge of governmental accounting principles and practices.
- Knowledge of applicable laws, regulations and requirements relating to government transactions.
- Knowledge of the BARS system and the requirements of the State Auditor's Office.
- Knowledge of accounting internal controls.
- Knowledge of grant requirements, accounting and reporting.
- Ability to analyze and interpret technical, complex information, including accounting standards, contracts, laws and regulations.
- Ability to work cooperatively as a team, with a customer service focus.
- Ability to coordinate closely with the finance director to ensure cohesion and consistency.
- Proficiency with Microsoft Word products. Ability to formulate and design forms, graphs, and spreadsheets.
- Ability to work under pressure and/or continual interruptions, and to deal with a variety of deadlines of both an immediate and flexible nature.

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- Ability to operate standard office equipment such as a calculator, personal computer, and to apply general accounting principles to the keeping of account records and the preparation of financial reports.
- Ability to maintain effective working relationships with officials, staff, and the general public.
- Ability to understand complex written and oral instruction.
- Ability to communicate effectively with the public and other employees, using tact, discretion, and courtesy.
- Ability to meet schedules and time lines.
- Ability to effectively plan and organize work.

### **Special Requirements:**

Must be bondable.

### **TOOLS AND EQUIPMENT USED**

Personal computer including word processing, spreadsheet software, Springbrook financial software; 10-key calculator; phone; copy machine; fax machine.

### **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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

Work is performed primarily in an office setting requiring sitting for extended periods of time, and requires hand/eye coordination to operate a computer and other office equipment.

### **SELECTION GUIDELINES**

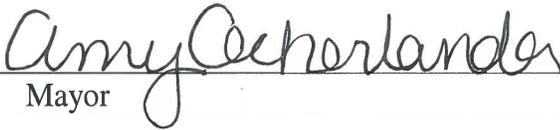
Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:  7/3/19  
City Administrator Date

Approval:  7/3/19  
Mayor Date

Revision B: 12/28/2011  
Revision C: 07/03/2019