

ORGANIZATION:	Mid-Willamette Valley Council of Governments	DATE: February 2024
LOCATION:	Salem, Oregon	
DEPARTMENT:	Finance/Administration	RANGE: 7 (Exempt)
JOB TITLE:	Senior Accountant	

PURPOSE OF POSITION:

Professional class where the incumbent performs a variety of accounting and finance tasks in support of the financial and departmental operations of the agency. Responsible for managing and the reporting of financial information for the organization. Work includes both traditional accounting tasks as well as programmatic analysis, developing conclusions and recommendations using reports, financial analysis generated through gathering data, statistical analysis, budget consolidation and monitoring, program management, and reporting.

ESSENTIAL JOB FUNCTIONS:

Serving a crucial role, the Senior Accountant job description is dynamic with a multitude of responsibilities, including:

- Performs accounting related duties:
 - Generates invoices and performs reviews of requisitions, and other submissions for accuracy, supporting documents and policy compliance prior to the issuing of payment; crosschecks invoices and logs for errors.
 - Monitor incoming payments from accounts receivable and outgoing payments from accounts payable.
 - Examining expenses submitted by employees.
 - Prepares twice a month payroll and maintains all related employee payroll data.
 - Ensures adherence to state statutes, technical accounting pronouncements, federal guidelines, and local ordinances as they relate to financial and reporting issues.
 - Reconciles subsidiary and general ledger accounts; prepares journal entries.
 - Prepares bank reconciliations for various accounts and types of accounts.

- Performs Financial and Programmatic Analysis:
 - Creating organization financial reports
 - Analyzing data collected in order to determine the state of the organization’s financial health.
 - Analyzing data to understand where the organization is generating and losing revenue.
 - Examining the proficiency of the software programs used to organize data.
 - Generating financial reports that display the company’s profits, equity and cash flow.
 - Maintain programmatic division budgets with multiple revenue and expenditure streams; modify and adjust as needed; performs internal auditing tasks on a periodic basis.
 - Reviews, analyzes, and evaluates various program budgets and provides comprehensive financial management information and recommendations to the Finance Director and other staff.
 - Prepares and or reviews various records and reports, enters computer data where appropriate and verifies information and performs submission of financial reports to state and/or federal agencies.

- Conduct assigned research, procedural and administrative studies of a variety of operational, financial and management fields. Determine areas of needed improvement and suggest methods for greater efficiency.
- Assist in fiscal preparation by formatting budget documents, monitoring expenditures, and compiling budget information. Review and consolidate budget information.
- General Knowledge:
 - Strong working knowledge of the organization and its divisions.
- Confidentiality:
 - Confidentiality is expected of all sensitive information in this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently with minimal instruction.
- Considerable knowledge of established accounting principles and practices.
- Considerable knowledge of governmental accounting and laws, ordinances and regulations governing municipal financial matters.
- Considerable knowledge of governmental financial management practices, governmental auditing requirements, and various financial reporting.
- Ability to think critically, using logic, and reasoning to identify the strengths and weaknesses of solutions, conclusions, or approaches.
- Ability to analyze a problem and work under pressure on several projects simultaneously.
- Ability to listen actively, understand the points and perspectives, asking questions as appropriate and demonstrating respectful communication.
- Ability to communicate effectively in oral and written form to meet the needs of the audience.
- Ability to establish and maintain effective working relationships with public officials, citizen boards and committees, clients, coworkers, and the general public.
- Ability to exercise resourcefulness, tact, and leadership in conducting studies, preparing, and explaining recommendations, assist in the implementation of revised or new programs and procedures.
- Ability to respect, seek to understand, and value individual differences to foster and support a diverse and inclusive workplace.
- Ability to maintain and analyze accounting records on multiple accounts; ability to monitor and manage multiple overlapping budgets and reconcile with a master budget.
- Ability to plan, coordinate, analyze and compile administrative and financial information, and to prepare related reports.
- Working knowledge of modern office practices and equipment.
- Ability to operate a computer and efficiently use word processing, spreadsheet, and accounting software programs.
- Ability to respect, seek to understand, and value individual differences to foster and support a diverse and inclusive workplace.

AUXILIARY JOB FUNCTIONS:

- Research product information and prepare summaries for use by others.
- Design and update forms used within the department.
- Aid other staff as workload and staffing levels dictate.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.
- Attend meetings and various training seminars and conferences as required.
- Follow all safety rules and procedures for work areas.
- Other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS:

- Minimum of a 2-year degree in Accounting, with 5 years of progressive experience in Accounting or Finance; or a bachelor's degree in accounting, Finance, Business Admin, or Public Administration and 3 years of progressive accounting or finance experience; or any combination of education and experience in Finance or Accounting that demonstrates the knowledge, skills, and abilities to perform the requirements of this position.
- Knowledge in generally accepted governmental Financial Reporting processes, or any satisfactory combination of experience and training that demonstrates the knowledge and skills necessary to complete the skills noted above in the essential functions of the job.
- Knowledge in generally accepted governmental accounting processes, or any satisfactory combination of experience and training that demonstrates the knowledge, skills, and abilities to perform the above duties.
- Knowledge of accounting practices/bookkeeping, administrative support, practices and general office practices and procedures.
- Ability to operate standard office equipment such as computers, copiers, ten-key calculator, telephone system and fax machine.
- Able to create worksheets in Microsoft Excel and documents in Microsoft Word.

Any other combination of experience and training which demonstrates the required knowledge, skills, and abilities to perform the essential functions of the class.

All employees must pass the pre-employment criminal background and employment reference checks.

Depending on assignment, may need to have a valid driver's license and meet the agency's driving standards.

SPECIAL REQUIREMENTS/LICENSES: None.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, climb and descend stairs, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Must possess the visual acuity to prepare and enter data and figures on a computer and perform extensive reading. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment using fingering and grasping in repetitive motion.

WORKING CONDITIONS: Other office working conditions. Work is performed primarily in an indoor environment. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work is performed under the general supervision of the Finance Director and is evaluated through conferences, observation, reports, work results and data editing, and feedback from division staff.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position, may serve as a lead role. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Work is performed under general supervision of the Finance Director and is evaluated through conferences, observation, reports, work results and data editing, and feedback from division and management staff.