

**City of Ferndale
Employment Opportunity
Senior Accountant**

Jurisdiction: City of Ferndale
Job Title: Senior Accountant
Employment Type: Full Time
Starting Salary: \$5,514/month
Salary Range: \$5,514 - \$6,782/month
Benefits: Medical, Dental, & Vision
Washington State Public Employee Retirement System (PERS)
Generous sick leave/vacation accruals, plus 15 paid holidays per year

TO APPLY:

- Submit letter of interest, [completed job application](#), and resume by mail:
City of Ferndale, PO Box 936, Ferndale, WA 98248 Attention: Susan Duncan.
- Or email: susanduncan@cityofferndale.org

Closing date: July 8, 2024

REPORTS TO: Finance Director	DEPARTMENT: Finance	CLASSIFICATION: Non Exempt/Teamsters Clerical Unit
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JOB SUMMARY:

Under the direction of the City Finance Director, perform a variety of routine and complex professional-level accounting functions and analysis. Recommends policies and procedures to ensure compliance with accounting practices, laws, and regulations, and analyzes and audits financial records for completeness and conformance to policies and procedures. Monitors and analyzes revenue and expenditure accounts. Prepares a variety of complex reports, statements, and documents for major financial projects.

ESSENTIAL FUNCTIONS

Performs a variety of routine and complex accounting functions and analysis of fiscal records of the City.

1. Assists Finance Director with the development of the annual budget.
2. Works with the Finance Director to update the budget document and Citizens budget.
3. Prepares journal entries and transfers, as directed.
4. Reconciles general ledger issues, as required.
5. Performs audits of Accounts Payable and Utility Billing annually.
6. Assists Finance Director with annual financial reporting to the State of Washington.
7. Assists Finance Director with preparation for annual audit.
8. Participates in the development and implementation of goals, objectives, policies, and priorities for the Finance Department.
9. Identifies opportunities for improving service delivery methods and procedures; recommends and implements improvements on an annual basis.
10. Serves as back-up to Deputy Treasurer and Finance Director, as needed.
11. Examines, interprets, and verifies a wide variety of financial documents and reports.

12. Prepares monthly, quarterly, annual reports to external governmental agencies, as necessary.
13. Performs monthly and year end reconciliations.
14. Presents to City Council as needed.
15. Works on grants in conjunction with the City's Deputy Treasurer.
16. Daily Balancing and/or bank reconciliation.

KNOWLEDGE AND ABILITIES:

LANGUAGE SKILLS: Ability to read and comprehend instructions, correspondence, and memos. Ability to compose correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the 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.

GENERAL SKILLS: Ability to research, interpret, and analyze statistical data; ability to prepare clear, concise, and accurate reports; working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices; skill in operating listed tools and equipment; routinely exposed to confidential information; may disseminate such information consistent with departmental policies and procedures, requiring judgment; ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work well with the public; ability to communicate clearly and concisely, both orally and in writing. Interpret and apply pertinent federal, state, and local laws, codes and regulations applicable to accounting; ability to thrive in a busy environment.

TOOLS AND EQUIPMENT USED:

Personal computer, including advanced word processing and spreadsheet/financial software; printer, typewriter, 10-key calculator, phone, copy machine, fax machine.

QUALIFICATIONS:

Education/Experience:

- Bachelor's Degree in Accounting or related field with accounting course work; AND
- Three to five years' experience in accounting related functions; OR
- Equivalent combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.
- Experience involving independent decision making and problem solving requiring minimum supervision.

WORK ENVIRONMENT:

Office environment. Work requires a person to sit for long periods of time, as well as, reach, bend, kneel, turn, and twist. Must be physically able to operate a computer and other office equipment. Requires the ability to exert up to 25 pounds of force occasionally, and/or up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

NECESSARY SPECIAL REQUIREMENTS:

Valid Washington Driver's License and a safe driving record. Physical ability to perform essential functions of the job. Must pass job related physical capacities evaluation at time of hire. Must be bondable.

PHYSICAL ABILITIES:

Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Specific vision abilities required by this position include close vision and the ability to adjust focus. The ability to identify and distinguish colors is preferred. Must be able to communicate in person and by telephone.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TESTING:

Candidates may be tested on the following:

- Ability to operate 10-key by touch with high degree of accuracy.
- Ability to meet or exceed 45 wpm with high degree of accuracy.
- Ability to problem-solve based on established criteria.
- Ability to problem-solve based on abstract situations.
- Ability to compose routine and complex correspondence.
- Ability to track and resolve errors quickly and efficiently.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job.

The City of Ferndale is an Equal Opportunity Employer