



Accountant - Public Works & Utilities

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| Department: | Administrative Services | Pay Grade: | NE-36 |
| Bargaining Unit: | AFSCME Council 2 | FLSA Status: | Non-exempt |
| Revised Date: | September 2022 | Reports To: | Administrative Services Director |

POSITION PURPOSE: Under the supervision of the Administrative Services Director (Director) the Financial Manager for Public Works & Utilities performs professional financial management and accounting activities primarily for the Public Works and Utilities Department (PW&U). Responsibilities include departmental project and grant accounting; management of utility rate studies, rate calculations, and comparative rate analyses; acting as financial advisor to the Director and Departmental Managers in the development of the City's Capital Improvement Program, Transportation Improvement Program, and Comprehensive Plans for Water, Sewer, and Stormwater; organizes and participates in the preparation of the Department's annual budget and financial reports; develops the PW&U Department long-range financial planning inputs to the Finance Department; consistently applies relevant accounting standards and practices as established by the Finance Department and City financial policies, follows guidelines established by granting and/or contracting agencies; understands and applies the Washington State Budgeting, Accounting, and Reporting System (BARS); and ensures the accuracy of information provided by the PW&U Department to the City's Finance Department for subsequent preparation of periodic financial reports. Provides leadership, procedural support, and guidance to staff assigned to work on capital projects and grants. Works closely with Finance Department staff and PW&U Managers to help develop annual budget submittals, estimate revenues, track budget performance, identify deviations from expected performance as early as possible, and develop budget amendments as necessary. The position will also provide data and evaluation for updating Public Works capital asset records, including recording and documenting Public Works asset dispositions and trade-ins. Additionally, this position will be responsible for quality control and documentation for grant agency invoicing and reimbursements to ensure grant and contract work is reimbursed to the City in a timely manner.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, but only as a representative summary of the primary duties and responsibilities. Incumbent(s) assigned to this position are expected to perform the responsibilities of the Accountants and may or may not be required to perform all duties listed, and may be required to perform additional, position-specific duties.*

- Responsible for preparing Public Works Department grant agency invoicing and reimbursements to ensure that grant and contract work is reimbursed to the City in a timely manner. Provides similar services for other departmental grants being managed by the Public Works Department.
- Prepares and submits accurate and timely Public Works Department Capital Work In Progress status reports as required by the Finance Department.
- Following guidance and policies established by the Finance Department, establishes and maintains project accounting codes and structures to ensure a consistent application of these policies across all Divisions in the Public Works Department.

- Responsible for working as the key Public Works Department team member in developing the text and data necessary to prepare any revenue bond statements for reports on existing debt as well as for new borrowings.
- Responsible for providing Public Works Department forecasts and summaries to the Finance Department and the Public Works Director for use in the development of the City's Capital Improvement Program.
- Responsible for providing confidential research reports and analysis as requested for the Public Works Department labor negotiating representatives.
- Responsible for developing the information required by the Director to respond to budget questions and accounting inquiries from other department directors, Councilmembers, and citizens.
- Responsible for coordinating Public Works Department submittals to Finance for completion of the fixed asset reconciliation.
- Responsible for preparing and maintaining a variety of reports, including preparing and presenting staff reports and other necessary correspondence as requested by the Director.
- Responsible for preparing ad hoc reports as requested by Public Works Department Divisions, and/or outside agencies as requested by the Director and working on a variety of special projects as assigned by the Director.
- Responsible for participating in the preparation of the City's annual budget by assisting Finance Division staff and Public Works Department Division Managers with their budgets; analyzing requested funding levels; preparing assigned portions of the budget document in coordination with the Director and other staff.
- Responsible for providing information as requested by the Director in the preparation of the City's Long- range Financial Plan.
- Provides data and evaluation for updating capital asset records, provide periodic reports to the Public Works Director and Finance Department to ensure assets are accurately recorded in the City's capital asset system; accurately records and documents capital asset dispositions and trade-ins.
- May be required to serve as staff on a variety of internal committees.
- Attendance at occasional evening meetings may be required to represent the division or department at City Council meetings.
- Responsible for attending and participating in professional group meetings and maintaining awareness of new trends and developments in the fields related to the areas assigned.
- Responsible for incorporating new developments in management and accounting as assigned, and ensuring processes, policies and practices are interpreted and applied consistently and effectively.
- Performs other related duties as assigned that are within the scope of this position classification.

Required Knowledge of:

- Operational characteristics, services and activities of governmental financial management and accounting.
- Public sector accounting principles and practices, including generally accepted accounting principles (GAAP), GASB, BARS, state laws and regulations, city codes and departmental policies.
- Preparation of information for inclusion in overall City financial statements and comprehensive accounting reports, including producing data to be used by the Finance Department in preparing the annual financial report and annual budgets.
- Grant recording and reporting for compliance with BARS.
- Computer hardware and software for automated accounting/financial systems.
- Techniques in data verification and data entry and proper coding of documents.
- Analysis of complex financial statements, reports and systems.
- Performing a variety of professional financial analyses and forecasts.
- Principles of customer service and public relations.
- Research methods and report preparation and presentation.

JOB DESCRIPTION

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- Advanced mathematical computations adequate to correctly perform work.
- Record-keeping and report writing techniques.
- Effective oral and written communication principles and practices, to include public relations.
- Modern office procedures, methods, and equipment, including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.

Required Skill in:

- Meeting deadlines, working with multiple projects and overseeing, verifying and validating the work of others, occasionally including those in other departments.
- Operating automated accounting systems and general office equipment.
- Familiarity with and competency in Microsoft Excel, Word, PowerPoint, Outlook. Competency with City Financial software, asset management, and GIS systems desired but not required.
- Identifying and reporting discrepancies between budgeted and actual financial performance.
- Analyzing and interpreting fiscal and accounting reports.
- Producing rapid and accurate mathematical computations.
- Gathering and verifying data from multiple sources.
- Responding to inquiries from customers, regulatory agencies, audit firms or members of the business community.
- Interpreting and applying federal, state and local policies, laws and regulations.
- Utilizing personal computer software programs and other relevant software affecting assigned work, and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Communicating effectively verbally and in writing, including public relations.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Accounting, Finance, Business Administration or related field AND three years of progressively responsible financial management experience and/or professional accounting that includes experience developing financial reports and recordkeeping, and budget preparation in a medium to large scale municipal or private sector organization, two years budgeting and accounting experience related to municipal utilities.

An equivalent combination of education, training and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.

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Required Licenses or Certifications:

- A criminal background check is required following a verbal offer of employment. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by case basis.
- A consumer credit check is required following a verbal offer of employment due to this position’s access to City financial data/information. Negative credit history is not an automatic employment disqualifier. Results are reviewed on a case-by case basis.
- A valid CPA license is preferred but not required.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard or other office equipment.
- Reading and understanding a variety of materials.
- Sitting or otherwise remaining stationary for extended periods of time.
- Bending at the waist, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- May have to occasionally lift up to 25 pounds.

Hazards:

- Occasional contact with angry and/or dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____