

JOB DESCRIPTION

JOB TITLE: Senior Accountant
DEPARTMENT: Administration South Sound 911
REPORTS TO: Finance Director
EEO category 2 - Professional

SUMMARY:

As part of the South Sound 911 Administration Division, and under the direction of the Finance Director, the Senior Accountant is a highly responsible professional position performing a variety of routine and complex accounting duties. Work involves latitude for independent judgment and discretion in the performance of assigned duties. Position has access to confidential information.

ESSENTIAL FUNCTIONS:

Perform a variety of accounting duties to include review of agency budget and financial reporting for compliance. Develop, revise and maintain policies and procedures related to general accounting practices and purchasing.

Prepare and maintain a variety of reports and other written materials regarding costs, capital outlay, and revenues. Prepare and report changes as necessary to staff and governing entities. Review financial documents for accuracy and completion; assure compliance with the Washington State Budgetary, Accounting and Reporting System (BARS), Generally Accepted Accounting Principles (GAAP) and other applicable federal and state laws, rules and regulations.

Perform routine accounting analysis of costs, financial statements, budget worksheets and other data; perform fiscal and program analyses and make appropriate recommendations to supervisor. Assure compliance with established accounting policies, BARS, GAAP and applicable laws, rules and regulations.

Perform a variety of purchasing duties in accordance with South Sound 911 policies, State and Federal laws and regulations. Manage competitive solicitation processes to include requests for proposals, qualifications and bids. Develop and maintain the South Sound 911 Purchasing Policy for approval by the Executive Director and Board of Directors.

Manage inventory process for fixed assets and small and attractive assets. Account for depreciation, surplus and value adjustments of fixed assets. Manage Agency's equipment rental and replacement program to include maintenance of inventory and department charges for use and replacement of equipment.

Oversee grant administration services to include management of funding and compliance with all applicable State and Federal rules and regulations. Submit required reports to granting agencies and provide regular updates to management. Prepare Schedule of Expenditures of Federal Awards (SEFA) for financial reporting to the Washington State Auditor's Office.

Manage cash receipting processes at Records, to include miscellaneous accounts receivable for services rendered. Oversee accounts receivable processes for all fire and law enforcement entities and monitor outstanding balances.

Perform a variety of complex accounting functions to include cash balancing, verification of outstanding liabilities and creation of general ledger journal entries and budget adjustments. Review and maintain compliance with statements issued by the Governmental Accounting Standards Board (GASB) and assist the Finance Director with preparation of GAAP based financial statements.

Implement procedures to assure compliance with GASB statements as necessary.

REQUIRED ABILITY, KNOWLEDGE AND EXPECTATIONS:

Understanding and application of Generally Accepted Accounting Principles, theories, concepts, and terms.

Knowledge of governmental accounting principles and practices, including Washington State BARS. Read, interpret, explain, apply and follow applicable laws, codes, regulations, policies and procedures. Provide training to other staff members as needed.

Work appropriately with confidential material and information.

Work with speed and accuracy.

Proficient with standard suite of Microsoft Office software and database applications.

Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.

Maintain cooperative and effective working relationships with others.

Analyze situations quickly and adopt an effective course of action.

Follow safety rules and regulations

Organize work with many interruptions and multiple tasks to meet schedules and timelines.

QUALIFICATIONS:

Bachelor's degree; or any combination of relevant education or experience, with specialization in accounting, finance, business or related field and five years of professional accounting or budgeting experience. Experience in a governmental agency is preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

A valid Washington State driver's license may be required.

PHYSICAL REQUIREMENTS:

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 regularly required to sit at a computer terminal, frequent walking both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, stoop, or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT:

Office environment with frequent interruptions. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a daily basis.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS: EDIT ONLY AS NEEDED

Personal computer, copy machines, telephone, fax machine, E-mail, calculators, and printers.

POTENTIAL HAZARDS:

The hazards are consistent within an office environment.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION:

Activity	Percentage of time	Activity	Pounds
Standing	10% of time	Pulling & Pushing	25 lbs.
Walking	10% of time	Lifting	25lbs.
Sitting	80% of time	Carrying	25lbs.

The following abilities are required to perform the essential job functions:

Hearing	YES
Seeing	YES
Depth Perception	NO
Color Vision	NO

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling.

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Laura Lakowske, Recruiting Coordinator

REVIEWED BY: Deborah Grady, Executive Director

DATE: 11/18/2021

Revision date(s) 11/2/2020