



Filing Deadline: July 13, 2018

**City of Coeur d'Alene
Equal Employment Opportunity
Accountant**

Description: Performs accounting functions including the proper recording of assets, liabilities, revenue and expense transactions, and maintains subsidiary ledgers for accounts receivable, accounts payable, special assessments, cash receipting, investments, fixed assets and debt. The job prepares and analyzes reports for accuracy and compliance, assists in the annual audit, and assists departments with the City budget. The Accountant reports to the Comptroller and performs work within established regulations and protocols with latitude for independent judgment.

Wages and Benefits: Starting wage is \$25.51 per hour, eligible for a five percent increase after 12-months of service with standard or above evaluations. An excellent benefit package available. Membership in Public Employee Retirement System of Idaho (State Retirement) is required.

Acceptable Experience and Training: Bachelor's Degree in Finance, Accounting, or related field; two (2) years' experience in governmental accounting; or any equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

Classification Requirements:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Standards for governmental accounting and generally accepted accounting principles;
- Modern principles and practices of finance, accounting, budgeting, purchasing, internal control and investment;
- Perform complicated mathematical calculations and analyses, including preparation of clear, concise and comprehensive financial statements, reports and written material;
- Cash flow management;
- Modern office equipment and related software;
- Computerized accounting systems and software.

Skills and Ability to:

- Apply accounting principles to resolve problems;
- Accurately perform complex mathematical calculations;
- Use accounting and spreadsheet software to prepare reports;
- Juggle multiple deadlines and requests;
- Manage time and prioritize;
- Research and analyze data;
- Maintain accurate and detailed accounting records;
- Reconcile complex, high volume accounts;
- Read, interpret and apply rules, regulations, policies and procedures;
- Use good judgment in problem-solving and decision making regarding complex management issues;
- Compile, develop and organize data and information into clear and concise written reports;
- Exercise tact and diplomacy in dealing with sensitive, complex and often confidential issues and situations;
- Use English and speak clearly for understanding;

- Listen carefully to, understand, and effectively communicate through verbal, written, and electronic communication channels;
- Perform duties to supervisor's expectations;
- Follow verbal and written instructions;
- Work independently or with minimal supervision; exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor always;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

Essential Duties and Responsibilities *(illustrative only and may vary by assignment)*

- Independently performs accounting and financial activities in support of the citywide financial system including the proper recording of assets, liability, revenue and expense transactions;
- Maintains subsidiary ledgers for accounts receivable, accounts payable, special assessments, cash receipts, investments, grants, fixed assets and debt;
- Prepares financial reports and statements detailing the financial operations of the City including the monthly financial summaries and the City's Comprehensive Annual Financial Report;
- Analyzes reports to ensure they accurately reflect the City's financial position;
- Prepares financial reports and statements detailing the financial operations of the City including the monthly financial summaries;
- Assists in the City's independent annual financial audit in concert with the City's external auditors ensuring all necessary reports and supporting documentation are complete and accurate;
- Assists with the preparation of all City departments budgets;
- Provides backup when needed to accounts payable, payroll, utility billing and cash receipting;
- Responds to managements, supervisors, co-workers and citizens questions and comments in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- Assists other department and City employees as needed or requested;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Secondary Duties and Responsibilities:

- Prepares annual invoices for Local Improvement District billings and past due letters;
- Prepares annual invoices for Downtown Business Association billings; makes adjustments and prepares past due letters;

Physical Demands & Work Environment:

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

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must (occasionally or frequently) lift and/or move up to 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this

classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Application Procedure: Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application and resume to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. Application including a resume deadline is Friday, July 13, 2018 at 5:00p.m. Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.