

ACCOUNTANT/FINANCIAL ANALYST**GENERAL FUNCTION**

Under the direction of the Assistant Director of Financial Services, performs a wide variety of high level accounting, budgeting, cash management, and financial reporting functions, with priority given to Public Works activities. Activities may include, but not be limited to, job costing, budget forecasting, project management accounting, grant accounting, fixed/capital asset and inventory accounting and reporting, depreciation analysis, debt service accounting, equipment rental and replacement accounting, preparation of state, federal and GAAP/GASB reports, researching and interpreting accounting regulations, etc. This individual must be able to work under time pressure to meet deadlines, be flexible and willing to do other tasks when needed, and have the ability to work without direct supervision. The individual must also exercise a considerable amount of judgment.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES (Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

Act as financial consultant to Director of Public Works. Interact with and respond to inquiries from departmental managers and staff and staff of other agencies regarding financial accounting, investment, and fund balance reports. Interpret and explain financial-related data to managers and non-financial staff.

Responsible for administration of all accounting and financial functions of the Public Works and Utilities Department. Oversee flow of accounting duties and ensure accuracy of financial information. Prepare complex financial documents and analyses for directors and managers. Act as financial liaison between Financial Services and Public Works and Utilities Department.

Prepare various technical reports for excise taxes for the State of Washington and other state mandated monthly, quarterly, and yearly reports; monitor changes in laws that impact the content and preparation of these reports.

Compile, analyze and review financial information used in annual report to the State and assist with the preparation of the year-end financial statements (CAFR).

Assist with the preparation, review, and compilation of the Utilities' annual budget. Monitor management of budgets in all Public Works divisions.

Compile necessary information to assist with the preparation of the annual allocation of overhead costs to the City's operating fund.

Oversee project accounting and responsible for all aspects of the Capital Improvement Program, grant accounting, and CIP financial statements. Requires a broad understanding of federal, state, and local grant requirements and coordination with the various departments in implementing the grant agreements and CIP contracts.

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Perform financial audits and implement needed changes throughout the Public Works & Utilities Department.

Perform special project research, analysis, and report writing work as assigned.

Maintain City's equipment rental system by inputting new and deleting retired/sold equipment, charging departments for equipment use and pay for maintenance and to increase replacement reserve. Complete various related reconciliations and financial statements.

Assist in maintaining the accuracy of the postings to the general ledger, including maintaining the project numbers and the chart of accounts in conformance with Washington State BARS requirements.

Assist in the preparation of monthly accounting journal entries for posting to the general ledgers of all municipal government funds to accurately reflect the distribution of income and expenses; maintain other fiscal records to support the reports issued by the department.

Prepare trial balances, balance sheets, income and cash flow statements to include preparation of appropriate projections, monitoring and analysis.

Responsible for grant and loan administration as directed to include maintaining subsidiary ledgers for grants and reconciling to the general ledgers. Prepare and submit appropriate grant draws and closeout documentation.

Account for receipts and expenditures, bonded indebtedness and fixed assets. Maintain and reconcile records for material inventory, fleet maintenance, fixed and capital assets and depreciation. Distribute materials, labor and equipment costs to appropriate accounts.

Perceive when non-routine activities are required and offers to help without needing to be asked. Make efforts to modify workload to assist with emergencies, assignments, or projects whenever feasible.

Other financial duties of a similar nature or level and as assigned.

Other Duties

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**

KNOWLEDGE, SKILLS AND ABILITIES (Entry Requirements)**Knowledge of:**

- City, state, and federal laws and procedures governing public sector accounting and reporting requirements.
- Advanced knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards (GASB), Governmental Accounting, Accounting

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and Financial Reporting (GAAFR), and Washington State Budgeting, Accounting and Reporting Systems.

- Principles and practices of municipal budget preparation and administration.
- Proficient computer skills with thorough knowledge of spreadsheet and word processing programs and network systems. Skill using data base systems to maintain records and generate reports.
- Modern office practices, procedures, and equipment.

Ability to:

- Interpret and apply federal, state and local policies, laws and regulations. Prepare accurate and detailed financial and statistical reports per requirements of the State of Washington.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare, interpret and communicate financial information verbally and in spreadsheet format.
- Establish effective financial reporting systems and procedures.
- Effectively communicate with user departments and establish working relationships with fellow employees and the public.
- Meet deadlines and establish objectives relative to financial reporting and other work assignments.
- Work in a rapid pace work environment, to handle multiple tasks and meet deadlines.
- Exercise individual initiative and discretion in confidential matters and to respect confidential matters regarding other employees and councilmembers.
- Communicate, read, write and understand English at a level necessary for efficient job performance.

QUALIFYING EDUCATION AND EXPERIENCE (Minimum Requirements)

Bachelor's degree in accounting, finance, business or a related field plus four or more years of progressively responsible accounting experience, preferably in a municipal setting, or equivalent combination of education and experience. Must pass a background investigation and be bondable. Certified Public Accountant license is desirable.

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 frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

ACCOUNTANT/FINANCIAL ANALYST**WORKING CONDITIONS**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work is performed in a normal air-conditioned office situation.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Fair Labor Standards Act: The classification is non-exempt under the laws of Fair Labor Standards Act minimum wage and overtime provisions.

Representation: The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

Civil Service: The classification is excluded from the City's Civil Service System.

Appointment and Removal Authority: The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Human Resources Policies.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.