

Poulsbo, Washington SENIOR ACCOUNTANT Recruitment



WHY APPLY?

The City of Poulsbo invites you to apply for a Senior Accountant position. This is an exciting opportunity to work with our award-winning Finance Department and to work and live in a picturesque, growing community. With a supportive and dedicated management team and staff, we hope you consider joining our team.

THE DEPARTMENT

The Finance Department staff consists of a Finance Director, Accounting Manager, a Senior Accountant (Budget), three Accounting Technicians and two Accounting Clerks. The Senior Accountant reports directly to the Finance Director and serves as an integral part of the Finance team.

POSITION OVERVIEW

The Senior Accountant performs a variety of responsible fiscal and program analysis for areas such as budget, capital improvement, accounting, and other special projects. The Senior Accountant will analyze and develop budget projects and forecasts for revenues, expenditures, salaries and benefits, and special budgets using electronic spreadsheets and economic indicators; and draft written narrative for the budget, capital improvement plan and other documents in non-technical language for the public and City Council.

EDUCATION AND EXPERIENCE

A Bachelor's Degree in Finance, Accounting, Public Administration or a closely related field and three (3) years of progressively responsible experience in accounting or finance. Any combination of education, professional certification and experience which provides the applicant with the desired skills, knowledge and ability required to perform the job will be considered. Strong knowledge of spreadsheets is required and municipal experience is desired.

COMPENSATION

The position is full-time with a 2018 salary range of \$29.98 - \$34.68/DOQ. The 2019 salary range increase has not been determined at the time of this posting but is anticipated to be a minimum of 2%.

Essential Functions and Duties:

- Draft written narrative and analysis for preliminary budget, final budget, capital improvement program, and financial trend monitoring documents
- Coordinate with City department personnel to provide financial information and assistance regarding the budget and other financial projects
- Assist in development of budget process, budget instruction manual; provide input regarding efficiency and effectiveness of budget process; provide information regarding current rules and regulations
- Provide computerized technical financial records, reports and assigned special projects; develop computer spreadsheet models and representative graphs; prepare appropriate reports and trend analysis
- Develop and maintain Model for five-year forecast of revenues and expenditures taking into account: historical trends, maintenance and operation costs, projected debt service, capital costs and City policies, state and federal laws; coordinate computer budget input and reconciliation.
- Continually review revenue opportunities for the City
- Utilize the budgeted salary and benefit program to budget for personnel in City department
- Prepare and analyze the City's major revenue sources using computer modeling; provide written forecast analysis explaining major components and changes in non-technical language
- Prepare City Improvement Program (CIP) using a PC database for projects based on department requests, public input, debt capacity analysis and forecasted revenues
- Prepare financial trend monitoring system on computer model using financial indicators, debt ratios, revenue expenditures per capita, etc.; update annually with warning indicators
- Review monthly operating budgets to analyze trends affecting needs and consult with department heads to assure adjustments are made in accordance with

program changes to facilitate long-term planning

- Administer and post budget amendments and quarterly budget amendment ordinance
- Assist with special one time only projects, such as analyzing annexation costs; prepare variety of other statistical reports and written material regarding cost, labor, revenue, expenditures projections
- Prepares monthly and quarterly statements for Council and public presentation.
- Presents to Finance/Admin and City Council presentations necessary for the budget process.
- Monitor sales tax information, prepare related sales tax reports, track vendors for compliance, and assure council and staff has current Department of Revenue Secrecy forms.
- Prepares monthly journal entries
- Prepares monthly financial reports
- Prepares monthly excise tax return
- Prepares Statements and Tables for the Annual Comprehensive Annual Report (CAFR)
- Maintains City Finance Department web page
- Conducts newspaper bid process.
- Administer City Debt and all related debt activity; debt service funds, process debt and administrative debt fee payments, prepare amortization schedules, calculate debt limits, prepares and updates debt policy, works with Finance Director supporting any future or refunding debt issue.
- Performs all other related duties as assigned by the Finance Director or as may be necessary to assist departments

Knowledge and Abilities:

- A working knowledge in the fields of accounting, fiscal management, and budget preparation including legal, technical and organizational aspects as well as sources of current knowledge of the field
- Management skills including leadership, problem analysis and decision-making,

planning and organizing, interpersonal sensitivity, management control, adaptability/flexibility, stress tolerance, and time management

- Written and oral communications skills for working with a diversity of personnel, public officials, and citizens
- Ability to obtain a working knowledge of department operations and procedures, federal, state, and local pertinent regulations
- Ability to work with computer systems and utilize both networked and personal computer applications
- Knowledge and ability in fiscal and records management including cost analysis and budget analysis and development

APPLICATION INSTRUCTIONS

All applicants must submit a **City application**, **resume**, and a **cover letter** (letter of interest).

Application packets must be submitted to:

City of Poulsbo
Attn: Human Resources
200 NE Moe St
Poulsbo, WA 98370

or via e-mail to: dkingery@cityofpoulsbo.com.

The position is open until filled with a first review on Wednesday, **December 5, 2018**.



For more information, contact Deanna Kingery, HR Manager, 360-394-9705
dkingery@cityofpoulsbo.com
www.cityofpoulsbo.com