



## CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

### ACCOUNTANT

**FLSA Status :** Non-Exempt  
**Bargaining Unit :** Non-Bargaining  
**Salary Grade :** UC3

#### CLASS SUMMARY:

The Accountant is the fourth level in a six level Accounting Series. Incumbents are responsible for performing a variety of professional and technical accounting and financial reporting functions in support of City-wide operations; ensuring the accuracy of ledgers and subsidiary financial systems; reconciling accounts; maintaining accurate financial records; preparing various reports and ensuring reporting requirements are in compliance with GAAP and GASB; and performing other work as assigned. This is a full working level classification where incumbents are responsible for duties that require confidentiality and substantial knowledge of professional accounting theory, principles and practices in order to ensure that the City's finances comply with legal requirements and conform to audit standards.

The Accountant is distinguished from the Finance Support Specialist by its focus on independent judgment and decision making and performance of more complex and higher-level accounting functions.

---

#### CORE COMPETENCIES:

- **Integrity/Accountability:** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
- **Vision:** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
- **Leadership/United:** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

---

**ESSENTIAL CLASS DUTIES:** These duties are a representative sample; position assignments may vary.

- Performs a variety of professional and technical accounting and financial reporting functions; maintain accuracy of general, revenue, and expenditure ledgers and subsidiary financial system; ensure system transactions are recorded according to GAAP, GASB and State procedures. Perform internal auditing of cash operations; ensure compliance with applicable financial policies and procedures.

*Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Reconciles a variety of account records including, but not limited to, cash activity in Accounts Payable and payroll clearing funds, bank statements/deposits and charge cards, Accounts Receivable cash receipts and postings; maintain journals, ledgers and other financial records; establish the financial status of various funds and reconcile discrepancies as needed.
  - Assists with investment accounting and in preparation of schedules for arbitrage reporting.
  - Assists in analysis and preparation of budget and external and internal audits. Assists in preparing reports for external and internal audits, monthly financial reports, quarterly financial reports and budget reports as needed.
  - Provides summaries, analysis and studies for year-end closing and special accounting reports.
  - Assists with financial management requirements for grants as backup for the City's Grants Specialist.
  - Prepares entries to maintain the fixed asset ledger; enters new and updated data into the accounting system, including all capital purchases, fixed asset transfers and deletions.
  - Prepares accounting summaries and analysis reports for capital projects.
  - Interacts with other departments in providing financial analysis and assistance. Provides technical assistance to ensure accurate and timely preparation of financial information and reports.
  - In absence of Accounting Services Supervisor, responds to all accounting and budget inquiries.
  - Assists in the implementation of modifications to ERP/Financial software systems.
  - Attend training to maintain accounting standards and best practices in municipal accounting and budgeting.
  - Performs related work as required.
- 

**Training and Experience** (positions in this class require):

A Bachelor's Degree in Accounting or a related field, and two (2) years of related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

---

**Licensing Requirements** (positions in this class require):

- None
- 

**Knowledge** (positions in this class require):

Knowledge of:

- Principles and practices of governmental accounting and auditing, including general ledger, debit, credit and journal entry procedures;
- Generally Accepted Accounting Principles (GAAP);
- Principles and practices of internal auditing;

- Operation of manual and automated accounting systems;
  - Principles and practices of financial record keeping and reporting;
  - Principles and practices of municipal budget preparation and administration;
  - Advanced mathematical principles; modern office procedures and methods;
  - Common word processing, spreadsheet and database software;
  - Personal computers and related software programs;
  - Applicable City policies and ordinances; and,
  - Applicable Federal, State, and local laws, rules and regulations.
- 

**Skills** (positions in this class require):

Skill in:

- Performing a variety of professional and technical accounting functions;
  - Completing detailed accounting transactions;
  - Reconciling various financial statements with the general ledger and making adjustments as necessary;
  - Performing internal auditing of cash operations;
  - Maintaining accurate and current financial records;
  - Budget analysis and support;
  - Maintaining confidentiality;
  - Preparing accurate financial statements and reports;
  - Performing mathematical calculations with speed and accuracy;
  - Operating modern office equipment including computer equipment and specialized software applications programs;
  - Organizing and prioritizing a variety of projects and multiple tasks in an effective and timely manner;
  - Conducting research, analyzing information and data, and presenting findings in a concise and rational format; and,
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- 

**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, reaching, pushing, and pulling.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and travel for training.

---

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

---

**Classification History:**

Adopted by Council April 2, 2014, Resolution No. 14-6180

Revised June 22, 2018