



Accountant

Salary Range: see Salary Wage Plan document

City of Kenmore

SUMMARY

Develops, prepares, and maintains a complete set of financial records. Oversees and participates in processing complex accounting transactions, processing payroll and benefits, preparing adjustments to sub-ledgers and ledgers, and oversees and performs reconciliation, reporting, and auditing of general ledger financial information. Prepares accurate and timely financial and statistical reporting from City-wide and project-based accounting systems. Assists in other functions of the department, including, but not limited to information technology. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The specific assignment will include one or all of these areas: budget administration, managerial (cost, projects), or financial accounting, payroll, information technology, risk management and financial and policy analysis, and other administrative functions.

General Ledger Accounting

- Maintains a complete set of records of financial transactions by overseeing, reviewing, and entering transaction details onto an established financial accounting system. Classifies codes and consolidates charges, rates, and related financial information to either municipal or double-entry accounting system.
- Reviews and posts journal entries for disbursements, receipts, and adjustments. Reconciles a variety of accounts such as but not limited to cash, fixed assets, inventory, accounts payable, accounts receivable, reimbursements due, capital projects, and payroll, to the general ledger. Reviews and coordinates or performs pre-closing and post-closing adjusting journal entries.
- Monitors ongoing activity for grants and special programs. Reconciles financial information for special funded programs and converts it to other record formats such as those used by external agencies.
- Monitors fund balances and produces variance reports to inform program directors of financial performance. Ensures that revenues are recorded, and expenses managed on a timely basis. Prepares cash and expense flow statements.
- Monitors transfers and adjustments and encumbrances in the general ledger, assuring that transactions comply with established policies, rules, and practices.
- Maintains capital project accounting records, reconciling records to other City and/or external sources. Reviews purchase requests for compliance with generally accepted municipal accounting standards.
- Prepares monthly cash and investment reconciliations on a timely basis including allocation of interest earned on investments.

- Develops expertise in automated accounting and general ledger systems including data reporting applications and special provisions.
- Oversees the processing of payroll and benefits.

Budget Development and Administration

- Supports the budget development process for assigned programs by developing worksheets, querying managers about needs, and consolidating proposals.
- Prepares and distributes documents and schedules to support the budget planning and development process. Provides training and technical assistance to the staff that research and prepare department and/or program budgets.
- Coordinates input of budget data. Implements procedures for specialized budgets. Analyzes budget reports to ensure expenditures do not exceed appropriations.

Reporting and Controls

- Prepares City-wide financial statements. Prepares reports and financial schedules for external agencies, ensuring compliance with generally accepted accounting principles and Federal and State regulations and requirements.
- Prepares periodic reports of revenue and expense performance, asset balances, cash balances, accounts payable and receivable (reimbursement) summaries, and other accounts that contribute to a complete accounting of the activity of the organization unit.
- Assists in preparation of special financial reports for the City Council, as directed.
- Prepares audit schedules and accounting reports documenting adjustments to account balances, detailing the transaction trail for audit purposes. Assists internal and external auditors with the review of financial records and transactions.
- Converts audit exceptions, regulation, and reporting requirement changes to accounting practices. Prepares procedures to support changes.
- Assists in identifying and maintaining sound internal accounting controls. Applies pre-established accounting controls to balance sheets, fund accounts, and special accounts according to generally accepted accounting principles.
- Maintains current knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) compliance issues.
- Oversees, reviews, and analyzes accounting transactions processed by others for accuracy, proper account coding or classification, and allocation.
- Provides support to the contracting processes. Monitors contracts for execution, term limits, ensuring obligations do not exceed contractual expenditure caps, and ensuring adequate vendor information for processing.
- Interprets and explains purchasing, contracting, and other related accounting policies, procedures, and technical issues to employees, referring the most difficult and sensitive matters to higher authority.

Administrative Functions

- Assists with IT functions, including IT planning, budgeting, and help desk.
- Supports the Director in administrative functions including HR and Risk Management
- Provides administrative support to projects and special assignments that require getting information and cooperation from other departments, agencies, and vendors.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge, Skills and Abilities:

- Professional specialization and thorough technical knowledge associated with generally accepted financial accounting principles and practices for double entry and municipal accounting.
- Audit requirements including schedules and documentation.
- Automated accounting systems and relational databases.
- Laws governing accounting transactions and financial reporting.
- Practices and techniques in accumulating cost accounting information, including allocation of accounting data to determine standard costs or rates.
- Well-developed English language and writing skills to prepare procedures and reports.
- Sufficient business math skills to perform algebraic and statistical computations.
- Analytical skills.
- Sufficient interpersonal skills to exercise patience and discretion in communications with others inside and outside the organizations, and to communicate technical concepts to others.

Abilities:

- Prepare trial balance financial summaries, account adjustments, prepare custom reports using PC based spreadsheets and relational databases.
- Work within, maintain, and review compliance to internal accounting controls.
- Process payroll and benefits. Requires the ability to conduct policy analysis and write policy papers.
- Meet schedules and deadlines.
- Initiate and conduct technical research, complete complex arithmetic, algebraic and statistical computations, solve highly technical problems associated with financial transactions.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Driving ability in order to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires bachelor's degree in business administration or accounting and
- Two years' experience in a responsible accounting/auditing capacity.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.
- A CPA certificate is desirable.

Licenses and Certificates

- May require a valid driver's license.

ADDITIONAL INFORMATION

[Paragraph]

- [Bulleted items]
- **Work Environment** – Work performed will primarily take place indoors in an office environment.
- **Hours of Work** –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. This position requires you to be available for evening hours to attend or present in-person at City Council meetings as needed, or attend in-person, evening or weekend meetings when necessary.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore’s downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Administration and Finance

FLSA: Non-Exempt

City of Kenmore

Revised: 2025