



City of Spokane Washington

An invitation to apply for the position of

Chief Accountant

\$83,812.32 – \$107,051.76 annually

First review of applications begins on July 2, 2018

Nature of Work:

Plans, organizes and directs a variety of complex administrative, technical and professional work for the accounting functions of the City of Spokane. Duties require independent action in determining the proper course of action, with actions governed by statutes and other relevant guidelines. Job responsibilities include all aspects of accounting system operations, including: general ledger; accounts payable and receivable; budget control; capital assets; debt administration and compliance; and financial reporting requirements.

Examples of Work:

- Manages various assigned accounting and financial projects and programs to achieve the goals of the Accounting Department, Finance Division and organization.
- Determines GASB applicability to City's financial operations; implements automated system and accounting process changes; and coordinates these tasks with other accountants. Assists the Director in formulating financial system goals, objectives and policies in conformance with generally accepted accounting principles, city code, and state and federal laws and regulations.
- Acts as liaison with the State Auditor's Office in their annual audit of the City's financial statements.
- Participates in Finance Division and Finance Committee meetings to provide necessary technical and operational knowledge.
- Performs special projects in the financial and accounting areas as needed.

General Functions:

- Responsibility for the preparation of the City's Comprehensive Annual Financial Report. (CAFR). This includes coordinating the work and reviewing financial statements and schedules prepared by other professional accounting staff.
- Responsible for the development and implementation of consistent and efficient citywide accounting processes and procedures, including analysis of requirements, process documentation and improvement, and training of other city staff.
- Responsible for the City's compliance with all technical aspects of emerging governmental Accounting Standards Board (GASB) requirements.
- Ensures compliance with all City municipal debt covenants related to reporting annually to Nationally Recognized Municipal Securities Information repositories.
- Responsible for all statements and schedules required for submission to the State Auditor's Office.
- Acts for the Accounting Director in his or her absence for signature authorization and general direction.



The City of Choice

Requirements of Work:

Knowledge of:

- Specialized and advanced general and governmental accounting principles, techniques, and procedures; municipal accounting procedures and practices with special emphasis on compliance and financial reporting; Federal and State laws, and City ordinances and municipal code as related to all requirements of the job.
- Internal accounting control procedures and considerations in order to evaluate existing systems and recommended improvements.
- Knowledge and experience in the development, maintenance and operation of automated financial systems.
- Knowledge and experience in analyzing, documenting, and maintaining technical policies and procedures.

Ability to:

- Compile and maintain accurate financial records, reports and various forms of pertinent information in an organized and professional manner as mandated by regulations and in accordance with established deadlines.
- Effectively communicate verbally and in writing to include the compilation of reports, ledgers and records; and maintain productive relationships to accomplish the overall objectives of the Finance Division.
- Prepare clear, concise, and comprehensive written reports which require displaying and presenting spreadsheets, graphical, and other reporting methods to audiences of varying technical sophistication.
- Proficiently utilize the City's financial system, HRMS, and other dedicated systems to accomplish required work. Possess advanced skills in the current version of MS Office with an emphasis on Excel and Word Applications.

Supervision:

Works independently with a minimum of supervision and assumes responsibility for actions.

Employee may direct, train and assist in the more technical aspects of work performed by other professional staff.



The City of Choice

Minimum Education and Experience:

Any combination of education and experience which would provide the required knowledge, skills and abilities, is qualifying. Generally this would include:

A bachelor's degree from an accredited college or university with a major in accounting, finance, business administration or related field of study, AND five (5) years of progressively responsible governmental accounting experience including accounting systems and financial reporting.



Working Conditions and Physical Demands:

Work is conducted primarily in an office setting. Incumbents in this classification are expected to communicate verbally, in person, and by telephone. A computer terminal is used and this requires the use of repetitive arm-hand movements. The incumbent must be able to occasionally lift and/or move up to 15 pounds.

Behavioral Standards:

As an exempt employee of the City of Spokane, the Chief Accountant is subject to the City's code of Ethics set forth in Chapter 1.04A of the Spokane municipal Code. As such, *"It is the policy of the City of Spokane to uphold, promote and demand the highest standards of ethics from all of its employees and City officers, whether elected, appointed or hired. City officers and employees shall maintain the utmost standards of responsibility, trustworthiness, integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants including the appearance of impropriety, and never use their City position, authority or resources for personal gain."*

To apply, please send a cover letter, resume, and exempt application to Greg Kinyon, 808 W. Spokane Falls Blvd., 4th Floor City Hall, Spokane, WA 99201 or gkinyon@spokanecity.org. Fax: (509) 625-6379.

The City of Spokane is proud to be an Equal Opportunity /
Veteran's Preference Employer