

ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description



Job Title:	Accountant		
Department:	Finance		
Location:	Central Point, OR		
Reports to:	Finance Manager	Travel Required:	Minimal Local
Last updated:	8/3/2017	Classification:	13
Direct Reports:	Type of position:	Hours: 40 hours / week	
None	Full-time Part-time	Exempt	
	Temporary On-Call	Non-exempt	
	Contractor Intern		

GENERAL DESCRIPTION

Performs complex technical accounting services in support of the Rogue Valley Council of Governments (RVCOG) and other member entities. Assists Finance Manager with monthly, quarterly, and yearly closing procedures and audit preparation. Applies a working knowledge of generally accepted accounting principles (GAAP), general business regulations, and best practices, and adheres to established accounting policies and procedures. Exercises independent judgment in processing and resolution of routine accounting matters. Identifies strategies to streamline fiscal processes.

ESSENTIAL JOB FUNCTIONS

1. Follows the direction of the Finance Manager in all matters relating to the successful completion of the position's responsibilities.
2. Immediately informs the Finance Manager of any issue that could impact the function, accuracy, and reputation of the Finance Department and of RVCOG.
3. With Finance Manager's oversight, prioritizes work tasks on a daily basis to most effectively and efficiently complete the business of the Finance Department.
4. Processes, records, and reconciles payroll, payroll taxes, wage garnishments, and other payroll-related information and data, including bank transfers and journal vouchers. Also maintains employee records and processes payroll reports and tax filings (Form 941, Oregon Form OQ, W-2, etc.) as necessary.
5. Prepares and posts cash transactions, processes bank reconciliations, and monitors account balances as assigned; counts incoming cash and makes bank deposits.
6. Formulates and posts journal entries and reconciles accounts.
7. Assists Finance Manager with General Ledger maintenance functions, including G/L account numbers and valid combinations to meet fund accounting requirements.
8. Prepares and maintains accurate and timely Accounts Receivable invoices, monitors A/R Aging reports, issues past due notices, and conducts collections activities as necessary.
9. Provides backup and overflow coverage for Accounts Payable functions including processing invoices, preparing check runs, W-9 requests, and year-end 1099 processing.
10. Proactively addresses potential financial problems and/or opportunities.
11. Monitors activity of the Finance Department, internal control functions and procedures, and maintains the integrity of the fund accounting system.
12. Ensures that all transactions comply with generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) requirements, and Federal and State guidelines and regulations.
13. Coordinates and assists in the annual external audit and special audits as required.
14. Assists with the preparation of annual financial reports including Comprehensive Annual Financial Reports (CAFR's).

15. Completes reporting for contracts and grants.
16. Monitors projects to ensure that billings are submitted to funding agencies in a timely manner.
17. Provides appropriate financial information and spreadsheets to department managers during annual budget preparation and assists with the budget process as needed.

AUXILIARY JOB FUNCTIONS

1. Serves as backup for Finance Manager.
2. Assists with special projects as assigned in the case of absence or work overload.
3. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Provides staff oversight.

SUPERVISION RECEIVED

Receives supervision from the Finance Manager.

RELATIONSHIP TO OTHERS

Maintains frequent contact with staff, department managers, and vendors. Provides accounting assistance to staff and individuals or organizations outside RVCOG.

ACCOMMODATIONS

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

QUALIFICATION REQUIREMENTS

EDUCATION, TRAINING, AND EXPERIENCE

1. Education: Bachelor's Degree in Accounting or related field.
2. Experience: A minimum of 4 years of responsible accounting and/or bookkeeping experience including General Ledger, Accounts Receivable, Accounts Payable, Payroll, tax reporting, account analysis and reconciliation, bank reconciliation, and financial statement preparation.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) requirements, Federal and State rules and regulations, and general financial best practices;
2. General ledger and fund accounting procedures and methods;
3. Confidentiality rules and practices; and
4. Business English, spelling, and punctuation.

Related skills:

1. Advanced skills in Microsoft Excel and spreadsheet design;

2. Intermediate skills in Microsoft Word and Outlook;
3. Exceptional skills in performing detailed clerical tasks; and
4. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

Ability to:

1. Cope with stressful deadlines and perform multiple tasks simultaneously;
2. Perform accurate data entry and operate a 10-key with speed and accuracy;
3. Organize and maintain complex office files and record systems;
4. Communicate effectively both orally and in writing;
5. Be bonded; and
6. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: and frequent use of keyboard and repetitive motion (e.g. data entry). (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

WORK ENVIRONMENT

Work is performed in a typical office environment utilizing a personal computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) may be required, and attendance at evening and weekend meetings is also a possibility.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY: **Cindy Shindell**

Date: 8/4/17

Finance Manager

REVIEWED BY: **Ann Marie Alfrey**

Date: 8/3/17

HR Manager/Assistant to Executive Director

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