

ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description



Job Title:	Accountant		
Department:	Finance		
Location:	Central Point, OR		
Reports to:	Internal Services Director	Travel Required:	Minimal Local
Last updated:	9/10/2018	Classification:	11
Direct Reports:	Type of position:	Hours: 40 hours / week	
None	Full-time Part-time	Exempt	
	Limited Duration On-Call	Non-exempt	
GENERAL DESCRIPTION			
<p>Performs complex technical accounting services in support of the Rogue Valley Council of Governments (RVCOG) and other member entities. Assists Internal Services Director 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; adheres to established accounting policies and procedures. Exercises independent judgment in processing and resolution of routine accounting matters, and identifies strategies to streamline fiscal processes.</p>			
ESSENTIAL JOB FUNCTIONS			
<ol style="list-style-type: none"> 1. Monitors activity of the Finance Department, internal control functions and procedures, and proactively recommends resolutions to maintain the integrity of RVCOG's fund accounting system. 2. Analyzes and reconciles General Ledger accounts; formulates and posts journal entries; prepares bank reconciliations. 3. Assists with General Ledger maintenance functions, including account segments and valid combinations to meet fund accounting requirements. 4. Prepares monthly reports for department managers and assists with budget vs. actual tracking. 5. Provides appropriate financial information and spreadsheets to department managers during annual budget preparation and assists with the budget process as needed. 6. Assists with preparation for annual audits and the preparation of annual financial reports including Comprehensive Annual Financial Reports (CAFR's). 7. Acts as backup for Accounts Payable, Accounts Receivable, cash receipts processing, monitoring account balances, and bank deposits. 8. Ensures that all transactions comply with generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) requirements, and Federal and State guidelines and regulations. 9. Completes reporting for contracts and grants. 10. Reviews project statements of revenues and expenses on a monthly basis to ensure that all appropriate billings are submitted to funding agencies in a timely manner. 			
AUXILIARY JOB FUNCTIONS			
<ol style="list-style-type: none"> 1. Other related duties as assigned. 			
SUPERVISORY RESPONSIBILITIES			
Provides staff oversight for Finance Department.			
SUPERVISION RECEIVED			
Receives supervision from the Internal Services Director.			

RELATIONSHIP TO OTHERS

Maintains frequent contact with staff, department managers, member jurisdictions, and vendors.

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, Business, or related field.
2. Experience: A minimum of 4 years of responsible accounting and/or bookkeeping experience including General Ledger, Accounts Receivable, Accounts Payable, 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;
4. 10-key by touch and exceptional data entry skills with efficiency and a high degree of accuracy; and
5. 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. Organize and maintain complex office files and record systems;
3. Communicate effectively both orally and in writing; and
4. 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: **Ann Marie Alfrey** Date: 9/10/2018 **Internal Services Director**

REVIEWED BY: **Michael Cavallaro** Date: 9/10/2018 **Executive Director**

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