



JOB DESCRIPTION

<u>POSITION:</u>	SENIOR ACCOUNTANT
<u>HEADQUARTERS:</u>	Carlsborg
<u>STATUS:</u>	Regular, Full-time, Non-Exempt Represented Position
<u>WORK WEEK:</u>	Monday - Friday, 8:00 a.m. – 5:00 p.m.
<u>SUPERVISOR:</u>	Treasurer Controller
<u>RATE OF PAY:</u>	\$30.44 to \$39.85 per hour (effective 5/1/2016-4/30/2017)

PURPOSE: To ensure the accurate recording of all receipts and expenditures in accordance with GAAP, monitor and maintain internal financial controls, assist in the training and development of accounting personnel and other special projects as needed. Prepare accurate, reliable and timely financial statements, tax and other financial reports.

ESSENTIAL JOB FUNCTIONS:

- Prepare and maintain a complete and systematic set of general ledger accounts including development and maintenance of recurring and non-recurring complex journal entries and subsidiary ledgers.
- Perform GAAP research as necessary to ensure accurate recording of transaction and presentation of financial statements.
- Maintain District financial information in accordance with the appropriate regulatory agencies, including Federal Energy Regulatory Commission (FERC), Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB).
- Prepare monthly and annual financial statements and cash flow statements.
- Prepare monthly and annual statistical reports.
- Prepare accurate and timely federal, state and county tax forms and reports.
- Maintain current knowledge of GAAP, GASB, FASB and FERC.
- Maintain a thorough understanding of JD Edward’s computer software and accounting systems with problem solving capability; be able to design and run accounting software reports as needed for all District departments.
- Critique flow and efficiency of accounting system, develop and recommend solutions, as needed.
- Assist Treasurer/Controller in designing and implementing major projects.
- Prepare and maintain records on special accounts, notes receivable and other specialized subsidiaries.
- Identify, investigate and resolve unusual, inaccurate and unexpected revenue/expense fluctuations or balances.
- Assist in the training and development of other accounting department personnel.

ESSENTIAL JOB FUNCTIONS (continue):

- Preparation of year end reporting and reconciliations and assist external auditors.
- Create custom reports as needed by managers/supervisors.
- Create new accounts in accordance with chart of accounts and FERC.

ADDITIONAL JOB FUNCTIONS:

- Fill in for the other positions in the accounting department as needed.
- Monitor coding on cash transactions.
- Help oversee departmental files and coordinate year-end purges and retention schedules.
- Assist with physical inventory.
- Other duties as assigned.

JOB STANDARDS:

Knowledge, Skills and Abilities:

- Must demonstrate a high level of knowledge of GAAP, GASB, FASB, general ledger accounting, cost accounting, financial and statistical reporting and accounting control techniques.
- Must have the ability to understand and follow verbal and written instructions.
- Must be proficient in the operation of a computer workstation and Microsoft office products.
- Should have the ability to type 40 wpm and operate a 10-key calculator by touch.
- Must have a working knowledge of filing systems.
- Must have the ability to work without close supervision and to make decisions compatible with prior instructions.
- Must have the ability to communicate clear and concise information to coworkers, customers and others.
- Must have the ability to operate equipment efficiently to facilitate completion of job functions.
- Must have basic knowledge of spreadsheets and databases.
- Must have math, reading and writing skills as related to job functions.
- Must have the ability to learn and use related personal computer applications.
- Must develop a working knowledge of safe work practices, accident prevention procedures, tools and equipment as related to job functions.
- Demonstrated positive attitude, good work ethic and promptness in work arrival and in accomplishing all tasks.

Education, Experience and Training:

- Bachelor's degree in accounting, business administration, finance or other field directly related to professional accounting.
- Five years of professional accounting experience. Previous utility accounting experiences preferred.
- CPA or CMA candidate, preferred. JD Edwards experience a plus. Must pass job related tests.

Other Requirements:

- Must pass a District physical examination and be able to perform essential job functions.
- Must have a valid Washington State driver's license. Employees with an out-of-state license must obtain a Washington State license in accordance with Washington State law.
- Must have a safe driving record.

WORKING CONDITIONS:

- The work requires the ability to obtain and file records in file cabinets.
- The job functions will be performed in an indoor office environment.
- The job functions include working with many types of personalities and behaviors.

PHYSICAL REQUIREMENTS:

- The work requires the ability to lift and carry up to 40 pounds. Boxes and supplies are lifted on and off shelves up to a height of 6.5 feet.
- The work requires the ability to operate office machines, tools and equipment associated with the job functions.
- The work requires the ability to answer questions and communicate with coworkers, customers and others in person, via email and on telephones.
- Work activities involve combinations of lifting and carrying and sitting for extended periods.

EQUIPMENT AND VEHICLES:

- The job requires use of computers, calculators, telephones, typewriters, copying machines, book binder, paper punch and paper cutter.
- The job requires driving District vehicles such as automobiles and pickup trucks.
- Future work practices may necessitate the use of different equipment, vehicles and tools.