



## **SENIOR ACCOUNTANT III**

**PAYGRADE: 23**  
**FLSA Status: Non- exempt**  
**Last Updated: April 2021**

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### **PURPOSE:**

Under the direction of the Budget & Accounting Manager, will perform a variety of accounting and G/L activities, including analysis, month end and year end reconciliations. Responsible for assisting with year-end financial reporting and budget preparation, implementing GASB standards and developing and revising Finance policies and procedures.

### **ESSENTIAL FUNCTIONS:**

- Perform G/L activities associated with month end and year end reconciliations and closing, including bank reconciliation, revenue reconciliation, making correcting entries as necessary.
- Monitors bank account activity and manages the cash collection process. Provides information to King County re: revenues and non-check expenditures. Coordinate with King County on all treasury functions.
- Develop and revise Finance policies and procedures, develops and oversees internal controls.
- Prepare year-end financial reports; act as the audit liaison with the State Auditor's Office.
- Assist with budget preparation as directed by the Budget & Accounting Manager.
- Provide training to Finance Staff and other departments on a variety of RFA financial matters and procedures. Be an informal leader, provide technical expertise and data analysis on a variety of topics.
- Implement new GASB standards as necessary, under the direction of the Budget & Accounting Manager.
- Provide backup to other Finance functions as necessary, including A/R billings, contract and grant management.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### ***KNOWLEDGE OF:***

- Advanced methods, techniques, and practices of maintaining complex financial records
- Advanced principles, practices, and procedures of governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting
- Database management, development and reporting theory
- Basic knowledge in grant management
- Financial and fiscal statistical, analytical, research and projection techniques
- Cash and accrual basis of accounting

#### ***SKILLS:***

- Interpersonal skills using tact, patience, and courtesy
- Detail orientated and organized
- Effective oral communication and presentation skills
- Work on multiple projects simultaneously, with shifting priorities and tight deadlines
- Maintain confidentiality concerning financial and employee files
- Conflict resolution and problem-solving skills

***ABILITY TO:***

- Foster and develop interpersonal relationships with stakeholders of the RFA
- Earn and maintain high level of integrity and trust
- Work effectively in a structured environment
- Work independently
- Become familiar with, follow, and actively support the Puget Sound RFA's mission, vision, and core value statements.

**MINIMUM REQUIREMENTS:**

**Education:** Bachelor's degree in Accounting, Public or Business Administration or related discipline.

**Experience:** 6 years of accounting with 2 years of progressively responsible experience in governmental accounting. Proficient in Microsoft Excel.

***Preferred:***

CPA designation with public sector experience.

***Or:***

In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential functions listed above.

**LICENSES AND OTHER REQUIREMENTS:****PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to type on keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work is performed in a typical office environment, which includes a technical workstation, a computer room with a controlled environment, as well as working with customers on site. The noise level in the work environment is usually moderate.