



ACCOUNTANT - CPA

PAYGRADE: 22
SALARY RANGE: \$61,331 - \$91,997
Last Updated: September 2019

PURPOSE:

Under the direction of the Chief Financial Officer, provide a variety of accounting duties in support of the Finance department in the Business Administration division.

This position supports work in the Finance department for the Puget Sound RFA. An employee in this classification is responsible for advanced technical accounting support work requiring a broad knowledge of accounting principles and practices. Work typically includes the preparation and posting of general ledger entries, general ledger reconciliation; tracking cash receipts and cash disbursements; developing and implementing internal controls; monitoring multi-fund budgets, division, department and grant budgets; preparing annual financial report; tracking cash receipts and disbursements to record and classify to proper accounts in accordance to BARS; assisting with budget development and analysis; develop and prepare complex financial reports, review and/or analyze the financial performance. Work is reviewed periodically by supervisor for accuracy and conformance to established policies and procedures.

ESSENTIAL FUNCTIONS:

- Preparation and posting of general ledger entries, general ledger reconciliation.
- Tracking cash receipts and cash disbursements.
- Develop and implement internal controls.
- Monitor multi-fund budgets, division, department and grant budgets.
- Prepares annual financial report.
- Tracks cash receipts and cash disbursements to record and classify to proper accounts in accordance with BARS.
- Assists with budget development and analysis.
- Develop and prepare complex financial reports, review and/or analyze the financial performance.
- Performs other related and assigned duties as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- BARS accounting and reporting systems
- Basic principles, practices, and procedures of governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting
- Proficient in Microsoft Office products; advanced Microsoft Excel
- Basic knowledge in grant management
- Basic research methods
- Quality customer service principles and practices

SKILLS:

- Interpersonal skills using tact, patience, and courtesy
- Exceptional analytical skills
- Attention to detail

- Effective organizational skills
- Work on multiple projects simultaneously, with shifting priorities and tight deadlines
- Maintain confidentiality concerning financial and employee files

ABILITY TO:

- Foster and develop interpersonal relationships with the other stakeholders of the RFA
- Earn and maintain high level of integrity and trust
- Read, comprehend, and apply general business periodicals, professional journals, bargaining agreements, technical procedures, governmental laws, rules, regulations, ordinances including departmental policies and procedures as applicable to the operations of the department/division
- Work effectively in a structured environment
- Work independently
- Maintain flexibility in work hours

MINIMUM REQUIREMENTS:

Education: Applicants must hold an active Certified Public Accountant (CPA) designation with a bachelor's degree in Finance, Accounting, Business or a related discipline.

Experience: One year in accounting.

PREFERRED EXPERIENCE:

One year in public sector accounting.

OTHER REQUIREMENTS:

A valid driver's license