



ACCOUNTANT I

PAYGRADE: 20
FLSA STATUS: Non-Exempt
LAST REVIEWED: January 2022

GENERAL PURPOSE:

Under the direction of the Budget and Accounting Manager, responsible for accounts receivable, account reconciliations and analysis.

ESSENTIAL FUNCTIONS:

- Prepare accounts receivable invoices. Analyze associated department revenues.
- Reconcile payroll clearing and liability accounts.
- Prepare journal entries for finance department and journal entries to King County.
- Prepare Sales/Use Tax reports and other reports as required.
- Monitor and maintain grant documentation.
- Maintain capital assets and Small and Attractive Capital Assets.
- Procurement card administration; manage and process approvals and statements monthly.
- Analyze and submit financial information for GEMT (Ground Emergency Medical Transport) program for Maple Valley (Fire District #43).
- Create electronic payments for benefits and expenses associated with bi-weekly payroll.
Assist A/P with G/L account numbers and procedures as needed.
- Annual unclaimed property reporting to WA State Dept. of Revenue for Puget Sound RFA and Maple Valley (Fire District #43).
- Training for Finance Policies, procedures, including Pcard training.
- Responsible for bank reconciliations.
- Assist with month end closing.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Municipal government policies, procedures, and structure; applicable local, state, and federal laws, codes, regulations, and ordinances.
- Intermediate principles, practices, and procedures of governmental budgeting, accounting, and purchasing including preparation, monitoring, transferring, and reporting (GASB & BARS).
- Municipal financial research and analysis methods and techniques.
- State, local sales and use tax rules, regulations, and rates.
- Laws, rules, and regulations related to accounting in government operations.
- Complex integrated computer systems and applications related to accounting.
- Cash basis of accounting, Fund accounting.

Skills:

- Attention to detail.
- Effective organizational skills.
- Oral and written communication skills.
- Work on multiple projects simultaneously, with shifting priorities and tight deadlines.
- Interpersonal skills using tact, patience, and courtesy.
- Maintain confidentiality concerning financial and employee records.
- Analyze a variety of complex and technical reports and financial documents.
- Provide technical expertise and information regarding accounting principles, practices and policies.

Abilities:

- Analyze and prepare a variety of complex records, reports, and other financial documents and statements, other technical financial reporting, and special reports and projects as assigned.
- Read, comprehend, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
- Maintain interpersonal relationships.
- 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 both independently and on a team, that is typically fast paced.
- Become familiar with, follow, and actively support the Puget Sound RFA's mission, vision, and core value statements.

MINIMUM REQUIREMENTS:**Education:**

High School Diploma or equivalent.

Experience:

Four (4) years of professional experience in public sector accounting.

Preferred:

Associates or Bachelors Degree in Accounting or Finance.

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:

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- Proficient with Microsoft Office 365 Products, Excel, Word, Outlook
 - Incumbent must demonstrate exceptional knowledge and skill in utilizing computer applications such as Excel spreadsheets and Access database software to handle large amounts of data and correlate such data as necessary to audit records, track information, and solve problems.

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.