



City of Umatilla

Job Title:	Senior Accountant	Job Category:	Non-Union; Non-Exempt
Department/Group:	Finance and Administrative Services	Pay Grade:	Grade: I Resolution No. 18-2023
Location:	Umatilla City Hall	Reports to:	Finance and Administrative Services Director
HR Contact:	Jonathan Egan	Position Type:	Full-Time
Supervision:	Received: Works under the direction of the Finance and Administrative Services Director.		

Minimum Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field. Master's degree preferred.
- At least 5 years of experience in finance or a related field. Municipal or Nonprofit experience preferred.
- At least 3 years of experience managing grants or loans. Municipal or Nonprofit experience preferred.
- At least 5 years of experience with budget development and management, financial analysis, and reporting. Municipal or Nonprofit experience preferred.
- At least 3 years of experience presenting complex financial information to non-financial stakeholders.
- Experience with financial software and systems, such as ERP and accounting software.
- CPA or other relevant professional certification preferred.

Job Description

GENERAL PURPOSE

Under the general direction of the Finance and Administrative Services Director, the Senior Accountant performs complex professional, administrative and technical accounting and finance duties or functions in maintaining the fiscal records and systems of the City. The incumbent will oversee and ensure compliance of various grants and loans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with annual budget preparation, including revenue projections and expenditure forecasts.
- Assists with long-term financial planning and forecasting.
- Provides technical assistance to departments in preparing and administering budgets.
- Monitor budget performance and provide regular reports to leadership, identifying areas for cost-saving, and efficiency improvements.
- Develop and maintain financial policies and procedures that comply with legal and regulatory requirements.
- Prepare financial reports and accounting statements.

- Posts journal entries to general ledger.
- Provide a primary liaison function with departments to share information about financial matters and provide direction about meeting financial policies and procedure requirements.
- Ensure compliance with financial policies and procedures, as well as relevant state and federal laws and regulations.
- Research various grant opportunities available for different City interests.
- Drafts and completes grant and loan applications and ensures timely submissions.
- Manage financial accounting and reporting for City grants and awards from Federal, State, and local resources.
- Analyze and reconcile grants and other program funds accurately and timely and in compliance with governmental accounting requirements.
- Prepare and publish accurate and timely financial grant and loan summary reports.
- Manage the process of requesting, receiving, and paying-out grant and loan funds, while maintaining compliance with grant / loan regulations.
- Prepare and audit grant and loan invoices to determine terms of the agreements, verify eligibility of costs, and track scope and budget changes.
- Produce grant and loan contract summary reports for administration to monitor budgets.
- Provide backup for payroll operations.

ABILITY TO:

- Ability to create and manage municipal budgets.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite or related software, as well as budget creation and analysis software.
- Excellent managerial skills.
- Excellent organizational skills and attention to detail.
- Thorough understanding of budgetary and accounting principles, practices, and policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, kneel, balance, crouch, and manipulate objects. The position requires mobility. Duties involve occasionally moving materials weighing up to 30 pounds, manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working environment. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines. The noise level in the work environment is typical of most open office environments. Occasional work on nights and weekends.

Reviewed By:	Melissa Ince	Date:	June 1, 2023
Approved By:	Dave Stockdale	Date:	June 1, 2023
Last Updated By:	Jonathan Egan	Date/Time:	May 24, 2023

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David Stockdale
City Manager