



City of Spokane Valley Employment Opportunity Position: Accountant I

ABOUT THE CITY: Spokane Valley is a city with a population of over 107,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is a high-performing organization, and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

ABOUT THE POSITION: Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our City as a full-time Accountant I, in our Finance Department. The ideal candidate will have exceptional professional skills, a positive work attitude and a strong desire to provide superior service to both internal and external customers.

SELECTED EXAMPLES OF DUTIES: Under general supervision performs preliminary review of City payments to verify accuracy of vendors, payment amounts, and account coding. Reviews and maintains cumulative cost data on contracts. Reviews, analyzes and compiles assigned contract data to determine feasibility of performing activity by the City of Spokane Valley. Assists in monitoring, tracking and maintaining financial transactions and assists in various activities related to a wide variety of grant programs. May prepare monthly payrolls, disperse and collect timesheets. Prepares a variety of other statistical reports regarding cost, labor, and expenditure projections as required. Makes journal entries to balance and close books in general ledger, revenue and expense accounts. Reconciles general ledger and subsidiary accounts. Prepares financial reports on revenue and expenses. Prepares periodic reports. Assists the Finance Director and Accounting Manager in the operation and maintenance of the City's central financial management system. Codes receipts, reconciles daily cash, and keeps such records as needed. Maintains accounts receivable records and performs necessary follow-up on collections. Develops or updates functional or operational financial manuals outlining established methods of performing work in accordance with organizational policy. Performs research to determine the source and purpose of transactions as needed. Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS: **Education and Experience:** Graduation from an accredited four-year college or university in accounting, finance business or public administration or closely related field, and two (2) years of increasingly responsible municipal accounting or bookkeeping experience. An equivalent combination of related education and experience may be considered. **Necessary Knowledge, Skills and Abilities:** Working knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial applications; some knowledge of public finance and fiscal planning; working knowledge of payroll and accounts payable functions; knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB. Skill in operating various tools and equipment. Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to accurately account for City funds; ability to communicate effectively, orally and in writing. Requires superior customer service and interpersonal relationship skills.

SPECIAL REQUIREMENTS: Must be bondable. Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of a background check, including a criminal history check and credit report, is required. This is a FLSA-exempt, at-will position in the Finance Department.

SALARY: Anticipated hiring range is in Grade 14 and will be \$5,291 - \$8,009 per month.

BENEFITS: Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long-term disability, vision, and employee assistance benefits. Eleven paid holidays, vacation, and sick leave. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. In addition, employees have the option of signing up for a 457 deferred compensation plan with the City. The City does not participate in Social Security. However, the City has adopted an MissionSquare 401(A) Social Security substitute plan which requires an employee contribution. All positions in the City are considered at-will.

TO APPLY: Interested and qualified persons are invited to submit a complete City application, résumé, cover letter and list of five (5) work-related references (name and phone number) via our Online Application System at www.spokanevalleywa.gov - click on Employment.

APPLICATION DEADLINE: Apply Immediately. Posted October 24, 2023. Position open until filled.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.
We are an Equal Opportunity Employer*

PLEASE POST
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