



CITY OF BELLINGHAM
invites applications for the position of:

Accounting Manager

SALARY: \$6,872.00 - \$8,772.00 Monthly
\$82,464.00 - \$105,264.00 Annually

OPENING DATE: 05/31/19

CLOSING DATE: Continuous

NATURE OF WORK:

*****The City of Bellingham is accepting applications for Accounting Manager. Review of materials is ongoing and will continue until position is filled. For first consideration, apply no later than 4:30 PM Friday, June 14, 2019. Telephone interviews will be held for the most qualified applicants on or around June 28, 2019. The position may be closed at any time following the first review.*****

The current full salary range for this position is \$6,872/month - \$8,772/month.

JOB SUMMARY:

The scope of this position is to provide direction and oversight to the City's accounting, financial reporting and internal control functions. The position is responsible for establishing and maintaining City-wide accounting systems and procedures and the training of City staff in their use. The Accounting Manager produces the City's Annual Financial Report and manages the annual audit process. Additionally, the position functions as a consultant to City departments.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Directs the accounting function of the City, including the establishment and monitoring of City financial policies. Ensures that all financial accounting production meets conformance standards established by State and federal regulations and functions in an effective and efficient manner.
2. Assists in the development, analysis and reporting of key financial information to City Council, staff and the public. Communicates this information to State, federal and bond rating authorities as required. Produces the City's Comprehensive Annual Financial Report (CAFR).
3. Establishes appropriate internal control procedures for the safeguarding of City assets and assists in the development of specific audit programs for investigation of areas of concern. Coordinates with department managers and Financial Analyst to resolve control issues. Reports instances of non-compliance to Finance Director.
4. Coordinates with the City's Information Technology Services Department to identify problems, develop corrective action and implement new software. Evaluates and provides systems support for accounting and financial reporting issues. Maximizes the potential of available systems.
5. Coordinates and provides staff training for all departments in the use of the City's financial procedures, systems and reports.
6. Hires accounting staff, regularly evaluates employee performance, investigates and resolves personnel problems. Assigns work, provides direction, training and assistance with problems encountered by accounting staff. Ensures that quality accounting services are provided to City departments and that accounting procedures are followed.
7. Serves as a professional resource for City Council, department heads and City staff in the interpretation of accounting and internal control requirements. Consults with departments to develop informative financial reporting systems that accurately reflect operational results. Provides analysis and assistance to departments in developing improved operating procedures.
8. Organizes, controls and manages City-wide accounts payable. Monitors the workflow process and identifies and corrects weaknesses in internal controls.

ADDITIONAL WORK PERFORMED:

1. Directs and coordinates the compilation of information for use in official statements and City ordinances related to the issuance of long-term debt. Assists in the analysis of financing alternatives. Ensures that debt-issue management is in compliance with federal, State and arbitrage regulations. Administers special assessment district financing (LID). Responsible for oversight of debt service repayment.
2. Liaison with the State Auditor's Office in the examination of City compliance with state reporting and regulatory requirements and the CAFR.
3. Serves as a member of the City's Finance Systems Team. Assists in the development of requests for information and requests for proposals.
4. Answers questions from the general public concerning financial reporting issues.
5. Provides budget support as needed.
6. Performs other related duties as assigned.

WORKING ENVIRONMENT:

Work is performed in an office environment. Works extensively at a computer work station.

EXPERIENCE AND TRAINING:

- Bachelor's degree in business (preferably accounting or finance) required.
- Minimum of four years of progressively responsible accounting or finance experience required.
- Minimum of two years supervisory or management experience in the accounting or finance fields required.
- Strong knowledge of computerized accounting procedures and spreadsheet/database applications required.
- CPA or other professional accounting designation desired.
- Experience in a governmental environment preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal conviction and local background check.

SELECTION PROCESS:

As part of the application process, a cover letter is required. Within the cover letter, please answer the following questions:

1. Describe your governmental accounting/finance experience and why this position at the City of Bellingham is the next step in your career.
2. Describe your professional knowledge of and experience with the completion of Comprehensive Annual Financial Reports (CAFR).

Applications are initially reviewed for minimum qualifications and a standard degree of completeness. Candidates must provide specific, detailed information so an initial determination can be made regarding level of qualifications for this position. This includes completing all application fields and supplemental materials. Relevancy of your experience and training, together with composition, grammar, spelling and punctuation will be considered when evaluating responses. Provide as much detail as you believe will fully describe your experience and training. Resumes and work experience listed on the application will not substitute for responses to the Supplemental Questions.

Telephone interviews for the most qualified candidates are tentatively scheduled for on or around June 28, 2019. We anticipate notifying candidates selected for interview on or around

June 21, 2019.

Please Note: Candidates will receive updates regarding application status via email. Please be sure to check your email frequently.

Equal Opportunity:

Our environment is characterized by respect for cultural backgrounds, belief systems, and ethnic diversity. The City of Bellingham is an Equal Opportunity Employer and values diversity in its work force. We do not discriminate or make decisions on the basis of an individual's race, religion, creed, color, national origin, sex, marital status, age (40+), disability, retaliation, sexual orientation or gender identity, honorably discharged veteran or military status, status as a victim of domestic violence, sexual assault, and stalking, use of a trained dog guide or service animal by a person with a disability, or any other basis prohibited by local, state, or federal law. All are encouraged to apply for employment.

Fair Hiring Practices

- The City provides individuals who have been arrested or convicted of a criminal offense an equal and fair opportunity to obtain employment.
- The City will not inquire about an applicant's criminal history until after a conditional job offer has been made.
- The City will disregard the prior arrest and conviction record of an otherwise qualified individual unless the offense is directly related to the job position for which the individual has applied.
- The City will notify an otherwise qualified applicant about a potentially disqualifying conviction and give the applicant an opportunity to submit information regarding the accuracy of the criminal records as well as evidence of mitigation or rehabilitation, as appropriate.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cob.org/employment>

Position #19 - Accounting Manager (May)
ACCOUNTING MANAGER
HR

104 West Magnolia Street
Bellingham, WA 98225
360-778-8228

hr@cob.org

Accounting Manager Supplemental Questionnaire

- * 1. As part of your application, a cover letter is required. Within the cover letter, please answer the following questions:
- Describe your governmental accounting/finance experience and why this position at the City of Bellingham is the next step in your career.
 - Describe your professional knowledge of and experience with the completion of Comprehensive Annual Financial Reports (CAFR).
- Have you attached your cover letter?**
- Yes, my cover letter is attached for your review.
 - No, my cover letter is not attached. I understand I will not be considered for employment and my application will be rejected as "reviewed, but not selected for additional assessment."
- * 2. As part of your application, a resume is requested.
- Have you attached your resume?**
- Yes, my resume is attached for your review.
 - No, my resume is not attached, but I will submit it upon request if needed.
- * 3. Select all applicable options that describe your education and experience level. All education and experience must be listed in your application.

- I have a bachelors degree in business, accounting, finance or related course of study
- I have four years or more of progressively responsible accounting or finance experience
- I have two years or more of supervisory or management experience in accounting or finance
- Strong knowledge of computerized accounting procedures and spreadsheet/database applications.

* 4. Select all applicable options that describe your education and experience level. All education and experience must be listed in your application.

- CPA or other professional accounting designation.
- Experience in a governmental environment.
- I do not have a CPA or other professional accounting designation and I do not have experience in a governmental environment. (These are preferred, selecting this will not eliminate you from the process.)

* Required Question