

Accountant - City of Kirkland (Job # 20-0026)

Minimum Salary: **\$72,997.00 per year**

Maximum Salary: **\$85,882.00 per year**

Employment Type: Full Time

Department: Finance & Administration

Open until filled. Applications first reviewed on: Tuesday, March 3, 2020

<https://www.govjobstoday.com/JobAnnouncement.aspx?jid=10105>



Summary

Performs a broad range of professional level accounting and financial reporting activities for the Accounting Division. Responsible for all city-wide accounting policies, audits and financial reporting. Assists in the preparations of the City's Comprehensive Annual Financial Report, financial statement schedules and notes in accordance with governmental GAAP and applicable laws and standards and GFOA Certification of Excellence guidelines; works with external auditors in assigned areas of responsibility. Provides technical assistance and training to departments in accounting related matters, including grants, budgets, policies and in the use of the City's financial system. Reviews City revenues and expenditures for compliance with City policy, legal and accounting parameters, appropriate account coding, existence of substantiating documentation and budget appropriation. Maintains the fiscal records for grant funded projects to comply with auditing standards and requirements. Oversees City wide compliance with established City financial policies and procedures, auditing practices, accounting standards and internal and external legal regulations. Makes recommendations and/or prepares correcting entries to address errors. Maintains the fiscal records for grant funded projects to comply with auditing standards and requirements and is responsible for the timely submittal of grant reimbursements. Oversees city wide compliance with established City Grant Policy and Procedures.

Hours of Work

Monday - Friday, 8:00 a.m. to 5:00 p.m.

Special Note

Application requires a cover letter (letter of interest) and resume for consideration. Please note how you meet minimum qualifications within that letter.

Minimum Qualifications

Bachelor's degree in Accounting, Finance, Business Administration, or equivalent combination of experience and training. Must have two years professional level accounting experience with an automated financial management system. Public sector fund accounting strongly preferred.

Preferred Qualifications

Municipal accounting experience and IFAS financial software experience preferred.

Working Conditions & Physical Activities

Work is performed in an office environment. Prolonged periods of time may be spent sitting and working at a computer terminal. Computer keyboard and mouse use are routine parts of this job. The employee frequently is required to sit and type on a keyboard for extended periods of time. While performing the duties of this job, the employee is regularly required to: use hands to finger, handle, or feel; talk; and hear.

Union Affiliation

This position is covered by the **American Federation of State, County, and Municipal Employees Union (AFSCME)**.

Selection Process

Applicants who are invited to participate in the test and/or interview process will be notified by **phone** or **email**.

Testing is tentatively scheduled for the week of March 9.

Interviews are tentatively scheduled for the week of March 23.

Location

City Hall

123 5th Ave
Kirkland, WA 98033