



**City of Annapolis**  
**Office of Human Resources**  
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## Position Vacancy Announcement

Position	Senior Accountant (1304)	Opening date	August 29, 2018
Department	Finance	Closing date	September 19, 2018
Salary range	\$67,214 - \$113,308 (A15)		

### General statement of duties

Performs professional accounting tasks with primary emphasis on ensuring the accurate and timely functioning of the City's financial accounting system.

### Distinguishing features of the class

The employee holding this position assists the Finance Director in maintaining the City's financial accounts in accordance with generally accepted accounting principles for state and local governments. This is a very responsible position requiring constant attention to governmental accounting principles and procedures. This responsibility entails constant attention to the procedures and practices utilized to account for financial transaction so that reliable and meaningful reports can be produced to affirm the soundness of the system and to provide management with data upon which it can make decisions. The Senior Accountant gives direction to employees in the Finance Department who use the City's financial accounting system. The employee in this position performs under the direction of the Finance Director and the Assistant Director for Accounting.

### Examples of work (illustrative only)

- Stay knowledgeable of all generally accepted accounting principles for state and local governments to assure that the City's financial transactions will be posted and its year-end reports will be presented accordingly;
- Manage utility billing, capital facilities billing, cash handling, and customer service activities;
- Analyze daily cash position and project cash needs;
- Obtain short-term investment bids, prepare and maintain investment records;
- Maintain an up-to-date chart of accounts for all city funds;
- Assure accurate tracking of the City's debt transactions and obligations;
- Assure accurate posting of all financial transactions to the City's accounts;
- Maintain the accuracy and effectiveness of all accounting-related subsystems that interface with the City's financial accounting system;
- Assure accurate and proper use of all procedures and practices used by all Finance Department personnel who use the City's financial accounting system or subsystems;
- Train and guide the personnel in the Finance Department who use the City's finance accounting system so that procedures and practices they follow will contribute to and, where possible, enhance the productiveness and efficiency of the system;

- Affect a smooth accounting transition from one fiscal year to the next with particular attention to the special requirements of operating program and capital project accounts;
- Prepare year-end financial accounting entries for all funds and close the accounts at the end of the fiscal year;
- Aides the Assistant Director of Finance in providing accounting data and other information needed by the City's independent auditors;
- Prepare the Comprehensive Annual Financial Report;
- Perform accounting-related analyses, reviews, studies and tasks, etc., as requested by the Finance Director or the Assistant Finance Director.

#### **Required knowledge, skills and abilities**

Thorough knowledge of governmental accounting principles, practices, and procedures for state and local governments; considerable knowledge of modern office and business practices; ability to apply knowledge of commercial and governmental accounting principles and procedures to a variety of transactions; proven aptitude and interest in accounting principles and methods; considerable skill in preparing accounting, financial and statistical statements and compiling basic and supporting data; initiative; and good judgment. Ability to analyze complex departmental budget requirements, programs, policies, procedures, and operations. Ability to organize and effectively present oral and written reports of findings and recommendations. Proficiency with computerized accounting system. Ability to work effectively with employees and management and to plan and supervise the work of accounting personnel

#### **Acceptable experience and training**

Graduation from a college or university of recognized standing in accounting and business management and five years responsible professional experience in accounting, at least two of which are governmental accounting. Some supervisory experience; or any equivalent combination of experience and training which provides the required knowledge and skills.

#### **Americans with Disabilities Act**

Physical ability: ability to sit continuously at a computer terminal or receptionist station for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording on transcription device.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

#### **Application process**

Candidates must complete a City of Annapolis application form. The application is on-line at [www.annapolis.gov](http://www.annapolis.gov) and must be filed by the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, age, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation, sexual identity, or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.