



JOB DESCRIPTION

SENIOR ACCOUNTANT

Department: Finance	Classification/FLSA: Full Time, Exempt
Location: City Hall	Reports To: Director of Finance & Administration
Supervises:	Salary Range: \$51,896 - \$64,896 annually
Benefits: Per City Handbook	Travel: As needed

Date Written/Revised: 06/24/2026

POSITION SUMMARY

This position will play a critical role in providing guidance not only to the employees within the Finance Department, but to every department within the City by assisting them in budgeting their department operations for the upcoming year and subsequently helping them manage their performance throughout that year. Because of the interaction with other departments, this role has significant influence on the quality of contribution the department makes to the City's success. Receives direction from the Director of Finance and occasionally the City Manager.

DUTIES AND RESPONSIBILITIES

- Assists the Finance Director and City Manager with the development and administration of the Annual Budget
- Assists the Finance Director with the development of the annual Five-Year Financial Plan and the Five-Year Capital Improvements Plan
- Conduct research and analysis on assigned accounting problems
- Provides budget analysis and financial guidance to city departments
- Assist the Finance Director with the annual audit
- Develop and recommend efficient practices and technologies to streamline procedures that also provide for internal control of city funds
- Administration of Project accounting and contract accounting
- Administration of grant accounting
- Assist with year-end procedures
- GL Account Reconciliations
- Conducts research and analysis on assigned accounting projects
- Assist the Finance Director with annual audit schedules and work papers.

POSITION COMPETENCIES

- Must take ownership of position, takes initiative to learn and improve, and accepts a high level of accountability for his/her work and the work of staff

SENIOR ACCOUNTANT continued

- Must work with the city's financial management system as well as related technical systems
- Must possess excellent analytic skills and critical thinking
- Must be detail oriented and persistent in account balancing and reconciliation
- Has the initiative and ability to communicate and work collaboratively with finance department members and city departments leadership
- Ability to interpret and understand complex financial and operational concepts and information
- Ability to communicate routine and complex matters, in person and in writing, for audiences within and outside of the organization
- Must be able to work with bankers, outside financial analysts, and auditors regarding city finances

EDUCATION AND EXPERIENCE

- Graduation from an accredited four-year college or university with a Bachelor's degree in finance, accounting, public administration, or related field
- Experience: Five years of increasingly responsible experience in municipal government finance preferred. Will also consider three or more years of management level accounting and supervisory experience with budgets, financial reporting, audits or project accounting