



POSITION DESCRIPTION AND QUALIFICATIONS

Accountant

Market

Reports to: Finance & Administration SVS Director

Classification: Exempt

GENERAL STATEMENT OF CLASS

Position performs professional accounting activities in accordance with generally accepted accounting principles.

ESSENTIAL DUTIES

Involves the performance of professional accounting and administrative tasks with a minimum of supervision; responsible for processing journal entries, preparing monthly financial statements and analyzing general ledger accounts. May act as backup to the Senior Accountant. Demonstrates good judgment and ability to make independent decisions within the scope of the position. Active Communication and Respectfulness of co-workers and the public are skills required for this position, as are incorporating Medford Water Commission Values in daily activities.

EXAMPLES OF WORK *(Illustrative Only)*

- 1) Performs accounting activities, including preparing the adjusting, correcting and closing journal entries
- 2) Prepares related financial statements and audit reports
- 3) Analyzes Balance Sheet accounts and evaluates/reconciles subsidiary records to general ledger accounts monthly
- 4) Assists with cash and investment analysis activities including ensuring proper availability of funds, transferring funds, and monitoring investment maturity dates
- 5) Reviews vendors invoices ensuring proper departmental approvals; verifies accuracy of check requests; verifies vendor and account information; processes and distributes semi-monthly accounts payable checks; requests and validates W-9 forms from all vendors; verifies amounts distributed to vendors to produce 1099 forms; researches and resolves accounts payable problems
- 6) Monitors and assists in processing semi-monthly inventory of materials used and semi-annual physical inventory count and reconciliation
- 7) Assists in preparing budget analysis reports, insurance request for proposals, and other special purpose reports and surveys
- 8) Oversees and/or performs a variety of special projects of a similar nature as assigned by the Finance & Administration Director
- 9) Keeps supervisor informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- 10) Attends meetings, conferences, workshops, and training sessions and reviews publications and related materials to become and remain current on principles, practices, and new developments in assigned work areas
- 12.) Other related duties as assigned.



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KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of generally accepted accounting principles and accounting practices; office procedures, methods, and equipment; Knowledge of basic auditing principles; principles and practices of cash management; and applicable Federal, State and local laws and regulations.

Skill in using computers and applicable software applications; prioritizing work, analyzing financial information; recording, analyzing, verifying, reconciling and reporting accounting transactions; operating a 10-key machine; preparing accounting statements and reports; reading, comprehending, and analyzing financial statements; Ability to effectively communicate both orally and in written form with co-workers, supervisor, and internal and external contacts sufficient to exchange or convey information and to receive work direction.

COMPETENCIES

Technical Capacity, Leadership, Organization Skills, Problem Solving/Analysis, Communication Proficiency, Accuracy, Accountability, Business Acumen and Results Driven.

TRAINING, EXPERIENCE, AND LICENSING REQUIRED

Completion of four (4) years of college with a Bachelor's Degree in Accounting, Finance, Business Administration or a closely related field; Three (3) years of general accounting experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Valid Oregon driver's license and acceptable driving record required.

PHYSICAL REQUIREMENTS

Positions in this class typically require: repetitive motions, reaching, standing, walking, fingering, grasping, talking, hearing and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.