

**ORGANIZATION:** City of North Plains      **Date:** 9/30/16  
**DEPARTMENT:** Finance      **Application Deadline:** First Review  
**JOB TITLE:** Senior Accountant      10/14/16 (open until filled)  
**POSITION TYPE:** Full Time  
**SALARY RANGE:** \$52,520 - \$63,838

**ABOUT THE CITY:** The City of North Plains is a small city, population 2,500, just off Highway 26 north of Hillsboro. It is surrounded by beautiful farmland and yet not far from neighboring cities. The City's total budget for 2016-2017 is \$10,948,933 with a General Fund budget of \$2,149,513.

**JOB DESCRIPTION:** Under direction of the City Manager, the Senior Accountant plans, organizes and performs the financial and accounting activities for the City. This position is responsible for the annual budget document, regular budget updates for department heads, and coordinating the annual audit.

**ESSENTIAL JOB FUNCTIONS:**

Reconcile bank and balance sheet accounts. Perform analysis on accounts as requested by the City Manager.

Perform regular review of revenues including property tax, system development charges and utility fees. Assist department heads in monitoring expenditures in relationship to approved City budget, and in correcting discrepancies and recommending appropriate budget options.

Coordinate budget requests from department heads and compile into the annual budget document. Throughout the year monitor budget changes and prepare any necessary supplemental budgets or budget transfers. Publish budget notices for budget adoption and supplemental budgets.

Review and update fee schedule annually.

Perform reviews over payroll and utility billing work performed by the Account Clerk III.

Review year-end actuals and coordinate the annual City audit with outside auditors.

Oversee maintenance of personnel files and related benefit documents and coordinate insurance benefits for new hires and during open enrollment.

Monitor planning applications received and forward to planning consultant. Publish public notices for planning applications as necessary.

## **JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Broad knowledge of accounting principles and practices as they relate to governmental accounting, Oregon budget law and regulations, personnel management, labor and payroll practices, spreadsheet and word processing software, and office procedures. Knowledge of computer accounting systems. Equivalent to a four year university education with an emphasis in accounting and two years of accounting experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Certification as a public accountant is preferred but not required.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects. The position requires a minim amount of mobility within the workplace. Incumbents must operate computers more than 50% of the work period.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers and newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the direction of the City Manager.

**BENEFITS:** The City offers comprehensive health coverage, and pays the full premium for employee-only enrollment in the plans available. For employees who enroll family members the City will pay 70% of the premium for medical, and the cost of the employee-only plan for dental. Long Term Disability, Accidental Death and Dismemberment and \$50k Life Insurance are paid for by the City. Paid time off includes vacation, holidays and sick leave.

**TO APPLY:** Please submit a cover letter and resume to [hr@northplains.org](mailto:hr@northplains.org).