**POSITION TITLE:** **Senior Accountant II**

**SALARY:** Level II

**STATUS:** Regular Full Time

**FLSA:** Exempt

**PCN:** FS20406

**UNION STATUS:** 10 ASEA

**CLOSING DATE: 5/30/17 9:00 pm AK**

**REPORTS TO:** General Ledger Accountant

**POSITIONS SUPERVISED:** Administrative Assistant V

Accounting Clerk

Accounting Technician IV

**BASIC FUNCTION:**

Manage and supervise the cash reconciliations and capital assets functions. Responsible for keeping the Borough current with all authoritative pronouncements related to the Borough’s accounting function. Assist with the preparation of the Borough’s Comprehensive Annual Financial Report. Provide support for the General Ledger Accountant. Oversee the Accounting division’s records management responsibilities. Provide direct supervision to Accounting Technician V and Accounting Technician III for capital asset function.

**TYPICAL DUTIES:**

1. Responsible for the cash reconciliations and capital assets functions. Schedule, assign, direct, coordinate, oversee, and review the work for these functions.

2. Interview, select, train, direct, supervise, motivate, evaluate, and discipline subordinate staff.

3. Responsible for the accounts receivable/ cash receipts and the check management modules of the Borough’s financial management system (FMS) and for the capital assets system. Maintain these subsystems. Plan, test, and implement periodic upgrades to the subsystems in coordination with the GL Accountant and Chief Accountant. Train and/or supervise various staff in the use of these subsystems.

4. Keep up-to-date on development and changes affecting the Borough’s accounting and other financial activities. Work with the managers and professionals in the Accounting division to interpret, apply, and implement the authoritative directives to which the Borough is subject. Monitor economic trends and new governmental accounting and financial concepts and techniques. (For example, GASB, GFOA, AICPA, SEC, Borough Code of Ordinances, Assembly, legislative, and Congressional appropriations, policies, procedures, contracts, State Statutes, AAC, U.S. Code, CFR, COSO.) Advise upper-level management of the issues, including the financial impacts.

5. Assist with coordinating the preparation of the Borough’s Comprehensive Annual Financial Report (CAFR).

6. Oversee the records management function within the Accounting division. Provide technical direction to the Accounting division’s records coordinator. Direct and supervise records management for the cash reconciliations and capital assets functions.

7. Assist the GL Accountant, as directed, in the maintenance of the GL and subsidiary ledgers, balancing operations, pre-auditing functions, and various other accounting and accounts maintenance activities.

8. Prepare and maintain, or review, routine and non-routine reconciliations, allocations, reports, statements, databases, spreadsheets, workpapers, and schedules and perform other accounting tasks and projects for both internal and external purposes (e.g., data preparation and entry, reconciliation of input data to computerized reports, reconciliation of source documents to various manual and automated systems and subsidiaries, reconciliation of subsidiaries to GL accounts, month-end closing work, general research, analytical work, reports to outside commissions, agencies, and regulatory bodies, inquiries from staff and elected officials, training Borough staff).

9. Perform, assist with, and oversee fiscal year-end accounting and closing tasks, audit preparation, the annual financial audit, and financial statement preparation and review.

10. Assist with departmental policy development and enforcement. Make recommendations for changes and implement/enforce accounting policies and procedures. Respond to questions and inquiries. Coordinate with other departments, divisions, or sections, as appropriate.

11. Prepare correspondence, memoranda, and forms. Assist in the selection and maintenance of materials for the Accounting library. Assist others in the use of the library for research purposes.

12. Other duties, as assigned, may include acting for, or performing specific tasks of, or supervising other management, accounting, or technical positions in the Accounting, Treasury/ Budget, and Administration divisions.

**MINIMUM QUALIFICATIONS:**

1. Bachelor’s degree in Accounting from an accredited institution or program is required. Five (5) years of recent professional accounting and/or financial auditing experience in positions of progressive responsibility and authority and at increasingly more complex levels of demonstrated proficiency and scope, preferably in a governmental environment. If the applicant has current CPA firm experience, three years of public accounting may substitute for the five (5) years’ experience, with at least one (1) year at the senior or equivalent

2. Certified Public Accountant or CPA candidate preferred. Demonstrated integrity, leadership and maturity.

3. Knowledge of GAAP and GAAS relating to accounting, auditing, and grants and other compliance areas, is required. Demonstrated experience applying generally accepted accounting principles is required. Governmental accounting, capital assets, cash reconciliations, encumbrance accounting, accounts payable, accounts receivable, payroll and budgeting experience is desirable. Must have an understanding of internal controls, including segregation of duties, needed to maintain the proper checks and balances and to ensure the integrity of the Borough’s financial functions.

4. Demonstrated supervisory skills, including the ability to plan, coordinate, and direct the work of subordinate staff. Ability to keep personnel matters confidential. Two (2) years supervisory experience is required, preferably in a union environment. One (1) year of management experience is preferred. If the applicant has CPA firm experience at the senior or equivalent level, one (1) year may substitute for the two (2) years supervisory requirement.

5. Demonstrated planning, problem solving, and decision-making skills.

6. Must have recent extensive and verifiable analytical experience and demonstrated ability to perform complex analyses using a sophisticated, integrated financial management system with knowledge and judgment of inter-relationships of data and other information. Experience in complicated reconciliations of many bank accounts, especially in a governmental environment, is desirable. Experience in a medium-to large-sized entity is particularly desirable.

7. Must have recent verifiable experience with large automated accounting systems (mainframe/ mid-range) and experience in maintaining an automated general ledger to include data input, information research, and internal and external financial reporting.

8. Demonstrated recent proficiency in Microsoft Excel, including functions and linking. Microsoft Word, Access, and PowerPoint and Adobe Acrobat experience preferred. Must be accurate and proficient keyboarder by touch and be able to use a 10-key calculator accurately by touch.

9. Ability to perform accurate and timely work in an organized and efficient manner, with minimal direction, sometimes under stressful conditions with short deadlines.

10. Must have the ability to research, understand, and interpret federal and state laws and regulations relevant to the Borough’s financial activities.

11. Ability to comprehend and execute verbal and written instructions, to take and coordinate instructions from several people, and to use independent judgment in applying guidelines to varied situations.

12. Demonstrated ability to communicate clearly in a courteous, professional manner, both verbally and in writing.

13. Must be able to establish and maintain effective working relationships with Borough staff, and to deal effectively and harmoniously with the general public, outside entities, professional colleagues, and other state, local, and federal governmental agencies.

14. PREFERRED: Ability to have and maintain a valid driver’s license and to meet insurance standards and maintain insurability under the Borough’s insurance program. If personal automobile is used for Borough business, proof of insurance at statutory limits must be provided. (A CURRENT COPY OF DRIVING RECORD WILL BE REQUESTED AT TIME OF HIRE)

15. A PROFICIENCY TEST MAY BE ADMINISTERED.

16. This position requires a criminal background investigation and a credit history background check.

**JOB CONTACTS:**

All levels of Borough staff, Borough commissions, Assembly Audit Committee, federal and state employees, outside companies, organizations, and agencies.

**JOB RESPONSIBILITY:**

See Basic Function.

**WORK ENVIRONMENT:**

General office where conditions are pleasant, good and clean. Conditions where accidents/hazards are negligible; requires short periods of light lifting, pushing or pulling (25-50 lbs).

**Application Procedure:**

**Apply Online**

Individuals interested in applying for this position must submit a completed online application on or before the closing date and time as specified in the Job Posting. On line applications can be located at [www.fnsb.us](http://www.fnsb.us) then click on the “JOBS” tab.

For additional information please call (907) 459-1202 or the Borough Direct Job Line at (907) 459-1206.

The Borough complies with the Americans with Disability Act (ADA). If you need an accommodation to participate in the interview/selection process please be sure to complete this section of the online application.

**AN EQUAL OPPORTUNITY EMPLOYER**

Updated: 6/15/2016 bw