



P.O. Box 46
Kotzebue, Alaska 99752

City Hall
(907) 442-3401

Police Dept.
(907) 442-3351

Fire Dept.
(907) 442-3404

Public Works
(907) 442-3401

POSITION VACANCY

SENIOR ACCOUNTANT

IMMEDIATE SUPERVISOR: Finance Director

SUMMARY: Under the administrative direction of the Finance Director, the Senior Accountant shall perform a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying and reconciling complex financial transactions, statements, records and reports while applying Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB). This position is responsible for maintaining the accuracy of the City's ledger and subsidiary financial systems; assists in the preparation of budgets, annual audit and year end closing. This position provides highly responsible staff assistance to assigned staff.

ESSENTIAL FUNCTIONS:

- Perform a variety of professional accounting functions supporting City-wide operations
- Maintain accuracy of general, revenue, and expenditure ledgers and subsidiary financial systems
- Reconcile financial ledgers and records, prepare financial statements and reports, general and subsidiary ledgers and supporting schedules
- Review and audit all accounts payable, purchase orders, cash receipts, business licenses, payroll, utility billing, and other accounting records and transactions
- Maintain and reconcile sales tax accounts
- Ensure transactions are posted to correct accounts and that all accounts balance; research and resolve discrepancies
- Provide assistance in the development of the annual budget
- Prepare bank reconciliations and related journal entries for a variety of accounts
- Prepare a variety of monthly, periodic, and annual financial and statistical reports and account summaries
- Assist in preparation of year end closings and accompanying financial reports
- Perform grant accounting work related to federal, state or grant agency funding and maintain appropriate records for audit purposes.
- Maintain and track fixed asset inventory control records for the City
- Participate in the year-end audit; compile and prepare supporting schedules, work papers, and financial reports as requested by auditors

- Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve issues in an efficient and timely manner
- Provide responsible staff assistance to management staff; perform special department projects as assigned
- Serve as department liaison to various City committees as necessary
- Must be organized, detail oriented and perform duties with accuracy
- Create and deliver training to municipal staff as assigned
- Review, prepare and update policies, procedures and instruction manuals
- Interpret and apply applicable federal, state and local laws, codes and regulations
- Perform and or assume other job or work related duties as assigned

DESIRED MINIMUM QUALIFICATIONS

- Bachelor degree in accounting, economics, management, business administration or related or closely related field preferred or four (4) years' experience performing complex accounting and finance work enabling the incumbent to perform essential functions of the position
- Experience with Casselle highly preferred
- Proficiency with office procedures, methods, and equipment including computers and applicable software applications such as Microsoft Word, Excel and Outlook.
- Excellent analytical and problem solving skills
- Ability to communicate effectively, both orally and in writing with staff, consultants, other governmental agency representatives, community groups, city officials, and the general public
- Organizational principles and techniques with the ability to foster a collaborative environment
- Must have the ability to be flexible, adaptable and a positive team member

SALARY: \$72,800 - \$77,900 D.O.E. **REGULAR/FULL-TIME**

OPENING DATE: 8/23/2017 **CLOSING DATE:** Open until filled

FOR A COMPLETE JOB DESCRIPTION PLEASE CONTACT PATSY SMITH.

INTERESTED PERSONS SHOULD SUBMIT THEIR APPLICATION AND/OR RESUME TO:

CITY OF KOTZEBUE, P.O. BOX 46, KOTZEBUE, ALASKA 99752

THE CITY OF KOTZEBUE IS AN EQUAL OPPORTUNITY EMPLOYER.

Post ___/___/: CITY HALL / JOB SERVICE / KOTZ RADIO / NWAB / POST OFFICE