



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

---

*Coast Guard City, USA*

*The City and Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are encouraged to apply.*

## **SENIOR ACCOUNTANT**

**Annual Salary: \$77,604.80 to \$83,574.40 DOE/Q**

The principal function of an employee in this class is to manage, direct and oversee the accurate recording of all receipts and expenditures and assist in the preparation of quarterly and annual financial reports. The work is performed under the direct supervision of the Controller, but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of the Accounting Clerk (Accounts Payable), Utility/Harbor/Miscellaneous Billing Clerk and Accounts Receivable Clerk. An employee in this class performs the duties of other employees in the Finance Department as required or as assigned by supervisory personnel. In the absence of the Controller, an employee in this class may temporarily assume full responsibility for duties of the Controller. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, auditors and the public. The principal duties of this class are performed in a general office environment.

### **Benefits:**

PERS Defined Contribution Retirement  
SBS Annuities program - 6.13% match  
Employer Paid Life Insurance (employee and dependents)  
Medical Dental Vision (90%/10% employer/employee paid) (employee and dependents)  
Annual Leave & Sick Leave  
Paid Holidays  
Floating Holidays  
Eligible for 457 Retirement Plans with Empower, ICMA-RC and Waddell & Reed  
Eligible for Supplemental Insurance Plans with USABLE, AFLAC, American Fidelity and State of Alaska

### **Tasks:**

- Assures that accounting records of the City and Borough are accurate, current and comply with applicable legal requirements.

---

Providing for today...preparing for tomorrow

- Supervises daily posting and coding of all financial transactions.
- Supervises payment of all municipal obligations.
- Participates in accounting of debt financing projects.
- Assists in development and implementation of improved finance and accounting data processing applications.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Trains, assigns, prioritizes, supervises, motivates, and evaluates the work of assigned employees.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

### **Acceptable Experience and Training:**

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Accounting; and
- Considerable experience in governmental accounting or public accounting; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Skills and Requirements:**

- Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting and Auditing Financial Reporting (GAAFR) standards;
- Thorough knowledge of fund accounting, auditing and reporting requirements;
- Thorough knowledge of the legal requirements of municipal government accounting, budgeting and accounting controls;
- Thorough knowledge of principles of effective office and personnel management;
- Ability to interpret complex financial reports and records and analysis of financial data;
- Ability to develop appropriate accounting methods for control and reporting purposes;
- Ability to communicate well with others to secure cooperation and efficient coordination in the preparation of financial records and reports;
- Ability to prepare accurate and reliable reports containing facts, findings, conclusions and recommendations;
- Ability to plan, organize and develop studies and analyses of financial accounting methods and procedures;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software

- applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
  - Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology,
  - Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Submit Application to Human Resources via [hr@cityofsitka.org](mailto:hr@cityofsitka.org), 100 Lincoln Street, Sitka, Alaska 99835 or fax (907) 747-1846. **Job application and description on City and Borough of Sitka's website. Open Until Filled.**