

# PORT OF BENTON, WASHINGTON

## CLASS SPECIFICATION

### Senior Accountant/Accounting Supervisor

<u>JOB FAMILY</u>	<u>FLSA STATUS</u>	
Administration	Exempt	
This position is being posted under a number of different classification levels. The Level will be determined by the level of education and experience the successful candidate has. The final specific job duties and responsibilities will be commensurate with the Level the candidate is hired into.		
Salary Band Min.	Salary Band Mid.	Salary Band Max
Sr. Accountant		
Level 11 \$54,428 (\$26.17/hr)	\$68,035 (\$32.71/hr)	\$81,642 (\$39.25/hr)
Level 12 \$56,777 (\$27.30/hr)	\$70,971 (\$34.12/hr)	\$85,165 (\$40.94/hr)
Accounting Supervisor/Manager		
Level 13 \$59,332 25.83	\$74,165 (\$35.66/hr)	\$88,998 (\$42.79/hr)
Level 14 \$62,751 30.17	\$78,438 (\$37.71/hr)	\$94,150 (\$45.26/hr)
Level 15 \$66,170 (\$31.81/hr)	\$82,712 (\$39.77/hr)	\$99,301 (\$47.74/hr)

#### **CLASS SUMMARY:**

Performs intermediate to advanced skilled accounting and finance support work related to the Port's general ledger and subsystems, preparing financial statements and other reports, reviewing and recommending changes to the Port's internal accounting system, and related work as apparent or assigned.

Under general direction, plans, performs, organizes and manages the Port's accounting system including a wide variety of professional level accounting, general ledger and core financial system maintenance, budgeting, cash management, financial reporting and analysis functions. Additional core responsibilities include payroll and benefits administration, grants and capital project tracking and reporting, and lease billing and receipts.

Maintains official accounting records as prescribed by the Washington State Auditor's Office and Generally Accepted Accounting Principles (GAAP). Works with the Finance Director to develop and implement financial policies and internal controls to ensure proper financial reporting and safeguarding of city assets. Operates in a lead capacity on research projects, analytical studies and/or other special projects.

Work is performed under the limited supervision of the Finance Director ("supervisor").

#### **BENEFIT INFORMATION:**

Mandated Benefits. The Port will make benefits required by federal, state, or local laws available to employees and ensure they are administered consistent with the governing laws. These benefits include, but are not limited to, the following: Social Security (FICA) insurance, Industrial insurance/Workers Compensation coverage, Unemployment compensation, Military leave (based on both federal and state requirements), Pregnancy disability leave, Family and Medical Leave Act (FMLA) of 1993, The Family Care Act (FCA) of 2002, The Washington Paid Family & Medical Leave Act (2020).

Additional Benefits for Employees. The following benefits shall be administered consistent with Port eligibility requirements.:

- The following paid leave plans shall be administered: Paid Time Off (PTO). Employees are encouraged to take at least two weeks of paid time away from work for vacation or personal reasons each year. Holidays. The port shall observe the following eleven (11) holidays: New Year's Holiday, Martin Luther King, Jr., Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Native American Heritage Day (the day after Thanksgiving), Christmas Day.

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- Bereavement Leave. Time off to attend or plan for funeral or memorial services of a close family member. Additional details are described within the Port's Personnel Policy. Supplemental Military Leave. Additional partially paid military leave in response to an involuntary deployment resulting from Presidential Recall or a declared State of Emergency. Civic Duty Leave. Paid time away from work to serve on jury duty, or in limited circumstances appear in court as a subpoenaed witness.
- Retirement. Pension benefits that provide vested employees with post-retirement income shall be as described in this section. Employees (other than DRS-retired employees receiving a pension from any State of Washington DRS pension plan) will become members of the Washington Public Employees Retirement System (PERS). Retirement benefits will be administered consistent with applicable Washington state laws.
- Employees hired in otherwise eligible positions under RCW 41.40 who are excluded from membership in PERS because of non-citizen, nonresident status, may be provided from date of employment with an individual pension or annuity arrangement that will provide benefits similar to those provided under PERS, Plan Two. The Port Auditor is authorized to execute all documents and to take all action necessary to implement such an arrangement.
- Healthcare. Medical, pharmacy, dental, and vision coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA) requirements shall be as follows:
- Employees will have the ability to enroll their eligible dependents in the same medical, pharmacy, dental, and vision plans the employee elects. Employees may be required to pay all or a portion of their healthcare premiums by payroll deduction. The Port retains the right to modify or terminate healthcare benefits.
- Life and Disability Insurance. Benefits to protect against unexpected loss shall be as follows: Life Insurance. Benefits paid to beneficiaries in the event of death. The Port will provide basic life insurance for employees and limited life insurance for employees' dependents. Employees will have the ability to purchase additional life insurance for themselves and/or their dependents.
- Accidental Death and Dismemberment (AD&D). Benefits paid to employees in the event they lose a limb or to their beneficiaries in the event of accidental death. Employees will have the ability to purchase additional AD&D insurance for themselves and/or their dependents.
- Long-Term Disability. Partial income continuation benefits paid to employees unable to work for extended periods of time.
- Flex Time and Alternative Work Arrangements. Work schedules that include varied start and stop times, flex time, as well as longer workdays combined with a non-workday each week or pay period, compressed work week arrangements. Telecommuting or telework schedules are another form of alternative work arrangement.
- Deferred Compensation (DCP). The Port of Benton will match up to 4%, any employee contributions to a Deferred Compensation Program (for example, if an employee contributes 2%, the Port will match 2%).

#### **ESSENTIAL DUTIES:**

This class specification represents only the core areas of responsibilities and should not be considered all-inclusive; specific position assignments will be expected to perform other duties based needs of the department.

Under general direction, performs moderate to difficult accounting and financial work directly supporting the Finance department with Accounting, Treasury, Payroll, Benefits Administration, Billing & Accounts Receivable, Grants Billing, Analysis, Reporting and Close. Work is performed under the general direction of the Finance Director.

- Supervises, motivates, and provides direction and guidance to assigned staff; evaluates and reviews work performance for acceptability and conformance with department standards.
- Perform broad range of complex financial, accounting, and administrative responsibilities.
- Analyze, interpret, and report research findings, recommend and take appropriate action.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work

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processes, and work cooperatively and jointly to provide quality customer service.

- Convey a positive, professional image by action, communication, and appearance.
- In the absence of the Finance Director, responsibilities include prioritizing and directing the work of other finance staff.
- Responsible for implementation of the Capital Improvement Plan (CIP) from a project accounting and budgeting perspective. Communicates and works well with other divisions and departments to help ensure success of each project, as well as compliance with the CIP, budget, and federal, state, and local grant requirements.

#### **Accounting and Financial (approximately 35%)**

- Ensure compliance with Port policies and procedures, laws and regulations, and generally accepted accounting principals by oversight of the accounting functions including general ledger, payroll, accounts payable, property and inventory accounting, project accounting, tax reporting, and travel reimbursement.
- Support business decision process by providing advanced or specialized financial reports or analysis as needed.
- Prepare financial statements, reports, presentations and conducts various financial analysis.
- Coordinates all aspects of the Port's accounting functions to ensure governmental accounting concepts are being correctly applied.
- Oversees project accounting and responsible for all aspects of the Capital Improvement Program, grant accounting and CIP financial statements. Requires a broad understanding of Federal, State and Local grant requirements and coordination with the various departments in implementing the grant agreements and CIP contracts.
- Evaluates accounting system requirements and makes recommendations regarding system needs, improvements, and enhancements. Provides oversight and monitors internal control structure to ensure they are appropriate in all aspects of daily operations. Makes necessary recommendations regarding improvements to the accounting system and/or internal control environment.
- Maintains journals, ledgers, and other complex financial records and establishes the total financial status of various funds and reconciles discrepancies.
- Oversees month-end, quarter-end and year-end reporting and closing functions and ensures accuracy and completeness for monthly, quarterly, and year-end closings.
- Responsible for reconciliation of all Port bank and investment accounts.
- Responsible for cash receipts process.
- Responsible for financial management responsibilities regarding grants administration.
- On at least a monthly basis, analyzes financial information; prepares and presents written financial information, statements and forecasts, including but not limited to, executive summaries, and variance analyses for Port management.
- Assist and oversight of accounts payable.
- Assist with preparing monthly, quarterly, and annual budgetary and financial reports for management.
- Maintain spreadsheets and account balances related to property tax, excise tax, leasehold tax, and other applicable balance sheet accounts.
- Prepare, review, and analyze journal entries.
- Assist with preparation of annual audit workpapers and annual report.
- Provide month end close journal entries and reports.
- Assist as needed in the preparation of budgets and other financial reports and documents.
- Prepare and analyze financial statements and operating results against budget and forecast and prepare new budget forecasts as requested, upon historical results and expected growth patterns.

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- Research, analyze, and resolve variance in monthly revenues and expenditures and document explanations for the executive team's review.
- Design and prepare Capital Expenditure schedule to track all open capital expenditures for executive team's review.

#### **Billing/Accounts Receivable (approximately 25%)**

- Assists with the billing functions to include timely and accurate processing of tenant invoices/statements, pass-through invoices/statements, grant reimbursement requests, public use invoices, and other miscellaneous sales invoices.
- Collection and deposit of the Port's receivables, tracks and researches delinquent accounts, sends statements and assists customers in account inquiries; receives and provides information to other Port departments and personnel, vendors, and various agencies and organizations.
- Receive, verifies, and properly applies customer payments; researches issues and makes corrections, as needed, within Port policies.
- Monitor accounts receivable; produces monthly reports to track past due accounts and coordinates changes as necessary.
- Coordinates with other departments and outside agencies as needed to resolve problems, provide information, and address anomalies.
- Responsible for maintaining financial, accounting, and grant support services.
- Responsible for reconciliation, preparation, and analysis of grant reimbursement request supporting documentation.

#### **Payroll and Benefits Administration (Approximately 25%)**

- Plans, coordinates, and performs the Port's payroll processing functions; processing of employee and retiree pay benefits; preparation and transmittal of payroll related payments and reports including but not limited to federal and state quarterly reports; maintains a working knowledge of federal and state statutes relating to payroll, retirement, and other areas applicable to the payroll function and makes recommendations on the impacts of such items; reconciles payroll related accounts within the Port's financial ledgers.
- Plans, coordinates, and monitors the Port's payroll benefits functions; assigns and reviews, as well as performs, the processing of employee and retiree pay benefits; oversees the preparation and transmittal of payroll related payments and reports including but not limited to federal and state quarterly reports and insurance benefits.
- Assists in preparing employee orientation packets; conducts initial employee orientations; and keeps adequate supplies of employee benefits and other informational booklets and materials.
- Assists in preparing employee orientation packets; conducts initial employee orientations; and keeps adequate supplies of employee benefits and other informational booklets and materials.
- Administers and maintains the Port's automated payroll system and related payroll processes; performs timely and accurate payroll services within the organization; train appropriate personnel on current timekeeping processes.
- Ensure proper pay rates and individual payroll changes are processed into the payroll system accurately; prepares, processes and calculates a variety of payroll actions including wage garnishments, benefits withholding, overtime calculations and applicable taxes and withholdings.
- Keeps informed on and updates on laws and regulations affecting payroll issues; interprets and implements changes.
- Prepares periodic (monthly, quarterly, and annual) reports required by State, Federal and other agencies related the Port's employment and compensation activities; prepares and remits tax and

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benefit deductions to appropriate agencies and vendors.

#### **Other Projects and Initiatives (approximately 15%)**

- Performs and reviews a variety of professional accounting duties, including cost allocation, journal entry preparation, account analysis, internal auditing, and other special projects as assigned.
- Prepares and recommends financial and administrative policies, and procedures that align with GFOA recommendations and best practices. Assists with advancing policies and procedures through the required approval processes. Implements policies and procedures upon approval of the appropriate governing authority.
- Assist Finance Director and department with special projects of various types as necessary.
- Provide leadership with various departments to support Finance needs and initiatives.
- Provide support to Port team to resolve system issues, test during upgrades to finance software and assist with necessary training.
- Perform other related duties as required/assigned

#### **TRAINING AND EXPERIENCE:**

Level 11/12 applicants are required to have a minimum of two years degree in Accounting, Finance or Business Administration, and five (5) years of accounting or finance experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

Level 13-15 applicants are required to have Bachelors Degree in Accounting, Finance or Business Administration and five (5) years of accounting or finance experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

#### **LICENSING/CERTIFICATIONS:**

- None required

#### **KNOWLEDGE OF:**

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities
- Methods, procedures and terminology used in accounting work
- Financial and statistical record-keeping techniques
- Accounts payable procedures
- Proper telephone techniques and etiquette
- Various financial, asset, and document management enterprise software systems
- Modern office practices, methods, procedures and equipment
- Record-keeping principles, procedures, and techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary

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**SKILL IN:**

- Methods, procedures and terminology used in accounting work including, but not limited to, Accounts Payable, Accounts Receivable, General Ledger, Adjusting entries, Accrual Accounting, Bank Reconciliation, and Payroll
- Ability to interpret, apply and explain laws, codes, regulations, policies and procedures
- Understanding and applying accounting principles and practices
- Compiling, verifying, summarizing and analyzing financial and statistical data and reports
- Financial and statistical record-keeping techniques
- Perform basic accounting duties in the maintenance of assigned accounts
- Excellent attention to detail and accuracy
- Strong problem-solving capabilities as well as critical thinking, initiative and personal responsibility
- Ability to think creatively for the primary purpose of increasing efficiency and effectiveness
- Modern office practices, methods, procedures and equipment
- Possess excellent verbal and written communication skills
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner
- Proficiency with standard office equipment and accounting software in addition to MS Office Suite (especially Excel)
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities and meet critical time deadlines
- Work with and maintain confidentiality
- Providing excellent internal and external customer service
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Utilizing communication and interpersonal etiquette and skills as applied to interaction with coworkers, supervisor, the general public and others to sufficiently exchange or convey information and to receive work direction.

**ADA AND OTHER REQUIREMENTS:**

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

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**CLASS HISTORY INFORMATION:**

Draft prepared by David Billetdeaux