

City of Newport, KY

Job Posting - Senior Accountant

From: Terry Fornash, Human Resources Coordinator

Date: January 30, 2018

Re: Senior Accountant Position

This is a full time position with at starting salary of \$50,000 - \$65,000 includes full benefits plus Kentucky Retirement Systems (CERS). Please contact Terry Fornash at 859-655-6349 or email to tfornash@newportky.gov. Deadline date is February 28, 2018. Applications available [online](#). The City of Newport is an EOE.

FINANCE AND ADMINISTRATION DEPARTMENT SENIOR ACCOUNTANT

CHARACTERISTICS OF THE JOB: This is an administrative position which is responsible for directing and supervising all financial operations of the department. Works under limited supervision and reports directly to the Finance Director.

ESSENTIAL FUNCTIONS:

- Directs and supervises all financial functions;
- Audits all computerized subsidiary accounting records to include, but not limited to payroll, purchasing, accounts payable, fixed assets, cash receipts, business license, property tax, miscellaneous receipts and pensions;
- Audits the general ledger and ensures that all accounting information is in accordance with generally accepted accounting principles and / or state and local laws;
- Audits reconciliations for special events, projects and grants;
- Prepares and/or audits various detailed reports for local, state and federal agencies;
- Reviews the trial balance, departmental and financial reports on a monthly basis;
- Works closely with the city's auditors and assists in the preparation of the comprehensive annual financial report (CAFR);
- Prepares and / or audits the necessary entries for opening and closing the city's books, including opening balances, accruals, receivables and short term liabilities;
- Provides support for the computer network operations;
- Provides essential financial assistance to all department heads and department staff;
- Provides regular financial reports as to revenue, expenditures and related fiscal matters;
- Assists other departments with grant applications;
- Assists with processing and auditing of the budget;
- Establishes and maintains a sound system of internal controls and formal written policies;
- Appears for work and completes assigned tasks within a reasonable period of time;

- Works in a safe manner observing all safety rules and poses no significant risk to the health and safety of others.

ADDITIONAL JOB DUTIES:

- Provides backup and assistance to all areas of the Finance and Administration Department;
- Performs additional duties as required.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduate from a four year college or university with a bachelor's degree in finance or accounting;
- Any equivalent combination of training and experience which provides the desired knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of accounting principles relative to governmental funds;
- Knowledge of laws governing the management of municipal finances;
- Knowledge of accounting principles and practices of public administration with emphasis on financial management, budgets, implementation, execution and evaluation of policies and programs;
- Knowledge of federal, state and local laws, administrative regulations and ordinances relating to local government operations and reporting requirements;
- Supervisory abilities;
- Administrative and analytical abilities;
- Working knowledge of modern office practices, processes and procedures;
- Ability to operate modern office equipment;
- Ability to establish and maintain effective working relationship with other employees;
- Ability to communicate effectively, orally and in writing.

NECESSARY SPECIAL REQUIREMENTS:

- Must be bondable;
- Serves as a Notary Public for the City.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to communicate effectively and prepare reports requiring writing, reading, mental reasoning and interpretation;
- Ability to operate modern office equipment using hands and fingers;
- Ability to lift up to 25 pounds as required;
- Work is typically performed in an office setting at a desk or table with intermittent standing or stooping.