

POSITION TITLE: Senior Accountant
DEPARTMENT: Finance
FLSA STATUS: Exempt
SALARY GRADE: H
REPRESENTATION: None

GENERAL POSITION SUMMARY:

The City of Sandy has a small, collaborative Finance team that prides itself on being flexible, supportive and solution oriented. The Finance Department plays a critical behind the scenes role in supporting all City Departments in serving the public efficiently and effectively.

The Senior Accountant performs specialized work involving the financial and accounting functions of the City. The Senior Accountant plays an integral role in managing collection, custody, and disbursement of City funds, managing annual audits, and assisting with the biennial budget preparation. This role is also charged with special projects as assigned by the Finance Director. Clear and concise communication with the public and city staff on financial matters and concerns is expected.

ESSENTIAL JOB FUNCTIONS:

- Prepares monthly journal entries, including accounts receivable, accounts payable, and general ledger.
- Reviews the recording of deposits and disbursement of funds for accuracy.
- Works with City Departments to assist them with their accounting and budget needs.
- Assists with accounting and fiscal management requirements on various grants the City receives.
- Assists in the creation of financial forecasts, debt issuance documents, and rate analysis for the City's utility system and financing of capital improvements.
- Assists in developing and implementing the city's financial policies and strategic financial planning.
- Ensures the City's budget, accounting systems, and reports comply with appropriate legal and regulatory requirements of the Generally Accepted Accounting Principles for municipal agencies.
- Ensures integrity and accuracy of the general ledger and subsidiary ledgers while ensuring internal control within all city functions; ensures adequate security for all financial assets.
- Assists in maintaining all financial records of the City's contracts; ensures all purchases comply with adopted contract regulations and procedures.
- May attend City Council and other meetings and make public presentations as required.
- Performs other duties as assigned/required.
- Serves as back-up to Accounting Specialist position as well as occasional back-up for Front Counter customer service functions.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other City staff.
- This is a non-supervisory position however this position may be asked to provide training to Coworkers in the Finance Department.

JOB SPECIFICATIONS:

Mandatory Requirements:

- A Bachelor's degree in accounting, business administration or related field and 3 years of experience directly related to the position, including public sector accounting.
- Any combination of education and experience which provides the required knowledge, skills, and abilities can be considered.
- Strong written and verbal communications skills; quantitative analysis skills, including budgeting cost/benefit analysis and statistical analysis.

- Extensive experience with Microsoft Excel or similar spreadsheets.
- High standards of personal integrity, professionalism, and attention to detail.

Preferred Requirements:

- Previous Oregon municipal experience; formal training in fund accounting.
- Working experience with Tyler Technologies Incode VX.
- Certified Public Accountant (CPA) License.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards, and Oregon Revised Statutes including concept, principals, and practices of municipal finance administration as they apply to budgeting and financial reporting.
- Knowledge of applicable federal, state, and local laws governing revenues, expenditures, public contracting, budget law, urban renewal, and other economic stimulus programs.
- Knowledge of financial information systems and spreadsheet software.
- Knowledge of methods and practices of financial recordkeeping; considerable knowledge of financial terminology.
- Ability to research, develop, and implement policies and procedures.
- Knowledge and skills in goal setting, program development and evaluation.
- Ability to problem solve complex issues.
- The ability to effectively communicate with coworkers, management, and the public.
- Ability to remain solution oriented when faced with challenges.
- Strong interpersonal skills, political astuteness, and awareness of and navigation around controversial and sensitive issues.

Special Requirements/Licenses:

- Must be able to pass the department's security clearance standards, including Reference, Criminal and Credit check.
- Possession of or required to obtain a valid driver's license within thirty (30) days of hire.

SUPERVISION RECEIVED:

Works under the direction of the Finance Director.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Frequently required to sit and talk or listen.
- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Over 50% of the work period involves the ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand-eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 25 pounds. Reaching, bending, stretching, and handling objects as required to file.
- Specific vision abilities required for this position include close vision and ability to adjust focus.

TOOLS AND EQUIPMENT USED:

General office computer/equipment including, but not limited to, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting in well-lighted, temperature-controlled office environment.
- The noise level in the work environment is usually quiet with frequent interruptions. Customer (internal and external) contact is high. These interactions may reach moderate noise levels.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logical assignment to the position.

Tyler Wallace
Finance Director

Adopted: January 2026

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee**Date**