



Small Town. Real Life.

City of Duvall

Part Time Accountant Application Packet

Please find the following:

1. Position Announcement
2. Position Description
3. City of Duvall Application Form

This position reports to the Finance Director and performs complex accounting activities; prepares a variety of reports, statements, and documents; and analyzes and audits financial records. Bachelor's degree in accounting and 3-5 years' experience, preferably in the public sector, or an equivalent combination of education and experience is desired. The 2012 salary range for full time position is \$4,718 - \$5,970 monthly DOE and will be prorated for 20 hours per week (\$2,359 - \$2,985). Open until filled. Faxed or emailed applications will not be accepted. A signed City of Duvall application form and resume must be submitted in order to be considered for this position.

Applications should be delivered to City Hall 15535 Main Street NE, Duvall, or mailed to:

City of Duvall
P.O. Box 1300
Duvall, WA 98019

Thank you for your interest in this position.

CITY OF DUVALL
PART TIME ACCOUNTANT
2012 Salary: \$2,359 - \$2,985 Half Time
(\$4,719 - \$5,970 Full Time)
Open until filled

Summary

Position performs complex accounting activities requiring full professional competency. Recommends policies and procedures; analyzes and audits financial records for completeness and conformance to policies and procedures. Designs new systems or modifies existing systems to provide records of assets, liabilities, and financial transactions of the jurisdiction. Prepares a variety of complex reports, statements, and documents for major financial projects.

Scope

Reports to: Finance Director

- Assists Finance Director in the preparation of financial reports, statements, and budget.
- Assure the City is in compliance with State law and regulations, BARS, City Code and department policies.
- Various reconciliations including bank account reconciliations
- Perform financial analyses and projections as directed.
- Prepare, enter, and post journal entries.
- Provide backup for payroll and accounts payable.

Distinguishing Characteristics

This position performs complex accounting tasks. Incumbent maintains ledgers, confirms balances, posts financial records, and prepares financial reports. Incumbent is required to organize and initiate work tasks, often against rigid deadlines. Work is generally performed within strict accounting principles and guidelines; however, incumbent interprets and evaluates expenditures and income classifications. This position works with specialized funds such as grant funds, enterprise funds or trust funds. The work requires knowledge of specialized accounting procedures and guidelines, and analytical skills sufficient to perform difficult fiscal record keeping. Position works closely with the public, city council and with other staff members, answers questions and deals with sensitive financial issues, and is expected to make independent judgments and decisions and inform the finance director on an informal basis.

Work Environment

Work is performed primarily in an office setting requiring sitting for extended periods of time, and requiring hand/eye coordination to operate a computer and other office equipment.

Essential Functions

- Assists the Finance Director with preparation of the annual budget and financial statements and reports.
- Makes daily or periodic entries in appropriate journals, registers, ledgers, or other records, assuring accuracy and balancing.
- Assists in developing procedures and reporting formats to establish or improve specific accounting processes.
- Bank Reconciliations
- Reconciles subsystems to general ledger, such as accounts receivables and utilities.
- Maintain high standards of professional accounting and auditing.
- Communicate effectively both orally and in writing.
- Provide backup for payroll and accounts payable.
- Performs other duties as assigned.

Qualifications

Bachelor's degree in accounting, business administration or related field emphasizing accounting/finance course work, and 3 - 5 years progressively responsible accounting work, preferably in the public sector; or an equivalent combination of education and experience that would provide the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

- Knowledge of governmental accounting principles and practices.
- Knowledge of modern office practices.
- Desktop computer system skills. Ability to formulate and design forms, graphs, and spreadsheets.
- Ability to work under pressure and/or continual interruptions, and to deal with a variety of deadlines of both an immediate and flexible nature.
- Ability to operate standard office equipment such as a calculator, personal computer, and to apply general accounting principles to the keeping of account records and the preparation of financial reports.
- Ability to maintain effective working relationships with officials, staff, and the general public.
- Ability to understand complex written and oral instruction.
- Ability to communicate effectively with the public and other employees, using tact, discretion, and courtesy.
- Ability to meet schedules and time lines.
- Ability to plan and organize work.

Revision B 12/28/2011

CITY OF DUVALL
P.O. BOX 1300
15535 MAIN STREET NE
DUVALL, WA 98019-1300
(425) 788-1185

APPLICATION FOR EXAMINATION / EMPLOYMENT

READ ALL INSTRUCTIONS BEFORE COMPLETING APPLICATION

1. MUST BE LEGIBLE.
2. YOU MUST SHOW THAT YOU MEET THE ANNOUNCED MINIMUM REQUIREMENTS.
3. YOU MUST SUBMIT AN ORIGINAL, SIGNED APPLICATION FOR EACH EXAM/POSITION.
4. RESUMES MAY BE ATTACHED BUT WILL NOT BE ACCEPTED AS A SUBSTITUTE.

THE CITY OF DUVALL IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process shall notify the City Clerk.

Please Print or Type

Position applying for: _____ Date of Application: ____ / ____ / ____

Referral Source Advertisement Friend Relative Walk-In
 Employment Agency Other _____

Name _____
LAST FIRST MIDDLE

Address _____
NUMBER STREET CITY STATE ZIP CODE

() () ()
HOME TELEPHONE NUMBER WORK TELEPHONE NUMBER MESSAGE/OTHER PHONE NUMBER

Social Security Number _____ | _____ | _____
Driver's License Number / State / Expiration _____

Have you filed an application here before? YES NO If yes, Give date _____

Have you been employed here before? YES NO If yes, Give date From _____ To _____

If employed and you are under 18, can you furnish a work permit? YES NO
If no, please explain _____

Are you legally eligible for employment in this country? YES NO
(PROOF OF CITIZENSHIP OR IMMIGRATION STATUS MAY BE REQUIRED UPON EMPLOYMENT)

On what date would you be available for work? _____

Are you employed now? YES NO If yes, may we contact your present employer? YES NO

Are you on a lay-off and subject to recall? YES NO

Are you available to work Part Time Full Time Shift Work Temporary

Can you travel if the job requires it? YES NO

Have you been convicted of a felony within the last seven (7) years? YES NO

If yes, please explain: _____

(Conviction of a felony will not necessarily disqualify you from employment unless it would reasonably affect your fitness for the job for which you are applying.)

Education and Employment Experience

School Name and Address	Years Completed	Diploma / Degree Type of Degree	Describe Course of Study	Describe Specialized Training
High School				
Trade School				
College / University				
College / University				
Graduate / Professional				
FOREIGN LANGUAGES	SPEAK	READ	WRITE	

List any Extracurricular Activities, Honors Received, or state any additional information you feel may be helpful to us in considering your application.

**Start with your present or last job. Include military service assignments and volunteer activities.
Exclude organization names which indicate race, color, religion, sex or national origin.**

PRESENT OR LAST EMPLOYER	DATE STARTED	DATE LEFT	PAY
ADDRESS	SUPERVISOR	PHONE	
LIST YOUR JOB TITLE AND SPECIFIC DUTIES			
EMPLOYER	DATE STARTED	DATE LEFT	PAY
ADDRESS	SUPERVISOR	PHONE	
LIST YOUR JOB TITLE AND SPECIFIC DUTIES			

EMPLOYER	DATE STARTED	DATE LEFT	PAY
ADDRESS	SUPERVISOR	PHONE	
LIST YOUR JOB TITLE AND SPECIFIC DUTIES			
EMPLOYER	DATE STARTED	DATE LEFT	PAY
ADDRESS	SUPERVISOR	PHONE	
LIST YOUR JOB TITLE AND SPECIFIC DUTIES			

If you need additional space, please continue on a separate sheet of paper.

List any special skills and qualifications acquired.

DATES	SPECIAL SKILLS	QUALIFICATIONS ACQUIRED			
		STATE ISSUED	LICENSE NUMBER	DATE ISSUED	EXPIRATION

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD
(EXCLUDE THOSE WHICH INDICATE RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN)

Have you ever served in the Military service of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you have any physical, mental or medical impairment or disability that would limit your job performance for the position for which you are applying? <input type="checkbox"/> YES <input type="checkbox"/> NO
Active Duty Dates FROM _____ TO _____	Are there workplace accommodations, which would assure better job placement and/or enable you to perform your job to your maximum capability? <input type="checkbox"/> YES <input type="checkbox"/> NO
Branch of service	If yes to the above questions, please explain or indicate
Type of Discharge	_____ _____

