

# CITY OF KETCHUM

## JOB DESCRIPTION

**JOB TITLE:** Senior Accountant

**DATE LAST REVISED:** 9/12/2018

**DEPARTMENT:** Administrative Services

## JOB SUMMARY

An experienced accounting and financial analyst, acting under the direction of the Director of Finance and Internal Services, with latitude for the exercise of independent judgement and decision making, will be responsible for providing high quality accounting and financial support for City operations.

## DUTIES AND RESPONSIBILITIES

### *Essential*

- Assists the Treasurer and Deputy Treasurer with the month-end financial closing process; including the review and analysis of monthly revenue and expenditures and identification of areas of review for senior management.
- Manages the invoice review and accounts payable function of the City, including managing the departmental review and coding of invoices.
- Provides oversight of the Citywide accounts receivable function, including month-end closing.
- Leads daily closing of cash receipting function within the City.
- Supports the Local Option Tax enforcement, collection, and analysis functions.
- Provides support to senior management for the budgeting and forecasting functions of the City, Urban Renewal Agency, and Sun Valley Air Service Board, as necessary.
- Oversees and executes the planning, operational analysis, and implementation of strategically important projects as identified by the Director of Finance and Internal Services.
- Performs other duties as assigned or needed.

## QUALIFICATIONS

### *Minimum*

- Undergraduate degree in Business Administration, Public Administration, Economics or related field (e.g. Organizational Development or Finance).
- 3-6 years of professional experience in budget planning and management, financial analysis, quantitative analysis or a related field.
- Demonstrated proficiency with Excel including pivot tables, charting, and formula review.
- Thorough knowledge of the organizational structure of City government including functions and interrelationships of operating agencies, elected officials and administration
- Possession of valid driver's license and safe driving record.

### *Preferred*

- Graduate degree in Business Administration, Public Administration, Mathematics, or Accounting.
- Experience in municipal, county, regional, or state government organizations.
- Familiarity with Caselle financial systems, including the General Ledger, Business Tax, and Accounts Payable modules.
- Demonstrated ability to analyze and recommend policies and procedures with strategic foresight.
- Demonstrated ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems and calculating risks.