



**JOB DESCRIPTION****Senior Accountant****MINIMUM QUALIFICATIONS:****Education and Experience:**

Bachelor's degree in Accounting or a closely related field and two years of government accounting experience or an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

None.

**Required Knowledge of:**

- Principles and practices of governmental accounting and GAAP and GASB.
- Business practices and methods.
- Payroll rules and regulations.
- Uses and applications of personal computers and various software applications.

**Required Ability to:**

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Understand requests for financial information and determine the appropriate information format.
- Prepare financial reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Explain the financial impact of payroll rules or regulations.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

**Physical Demands / Work Environment:**

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 10 pounds.

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		07/2019		25		
		5/2021		27		

APPROVED: Human Resources

DATE: 5/2/2021