



POSITION VACANCY NOTICE
CITY OF KETCHIKAN

DATE: March 12, 2026

SPECIFICS

TITLE: ACCOUNTANT			
DEPARTMENT:	FINANCE – CITY HALL		
STATUS:	Regular Full-Time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM
GRADE / STEP:	756 / A-K	DUTIES:	See attached job description
HOURLY/SALARY:	\$5,531.14- \$6,419.14/Month DOQ	UNION STATUS:	NO
SPECIAL REQUIREMENTS:			
A Bachelor’s degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or a related field. Two years of increasingly responsible accounting experience. Possession of an appropriate, valid driver’s license.			

ADVERTISING REQUIREMENTS

POSITION OPEN UNTIL FILLED	
WHERE: Local <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> Midwest <input type="checkbox"/> National <input type="checkbox"/>	
WHO: Major papers in specified area: Ketchikan Daily News Special agencies/associations: Local Schools; Job Service	
OTHER: City of Ketchikan Website	

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
HUMAN REOURCES @ (907) 228-5631 OR ON-LINE @
<https://www.ketchikan.gov/jobs>

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

ACCOUNTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, applies the principles and practices of accounting to review, prepare, reconcile, analyze, and maintain financial information, accounting records, documentation, and financial reports.

The Finance Department is responsible for all financial management functions of the City of Ketchikan, including accounting, cash management, financial planning, debt management, budgeting, financial reporting, grant administration, billing and collection, accounts payable, payroll, customer service, and data processing.

The Accountant is responsible for performing a variety of professional level accounting work of moderate difficulty and complexity. The Accountant must perform these duties in a manner that reflects positively on the City and the Department, and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the City.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepares a variety of detailed accounting, statistical, and narrative financial statements or reports requiring analysis and interpretation of source data; does analysis of fiscal transactions to ensure conformity and compliance with Generally Accepted Accounting Principles, City codes and ordinances, and state and federal requirements.
2. Conducts and coordinates internal and external audits of financial records; examines, analyzes, and verifies documents to ensure adherence to established internal controls and accepted professional standards.
3. Prepares journal entries and adjustments to the general and subsidiary accounting ledgers; assists in closing the City's financial records at the end of the accounting period; prepares account analyses, maintains accounting schedules, and reconciles month end books to subsidiary ledgers.
4. Reviews and analyzes routine accounting transactions, prepares journal entries, and monitors budget amendments and transfers.
5. Maintains check register; balances activity against accounting system; validates and records purchase orders.
6. Reconciles all cash and checking accounts to bank statements.
7. Prepares and inputs accounting data into the accounting system.
8. Prepares approval and journal entries for all budget amendments and City Council approved budget actions; reviews general government budget transfers for budget availability.
9. Responds to requests for accounting and budget information from other departments.

10. Prepares supplementary summaries, schedules, tables and other statistical and financial information for the operating and capital budgets, interim financial reports and the comprehensive annual financial report.
11. Monitors cash flows and schedules investments, prepares and processes investments, and maintains investment records.
12. Maintains debt service registers and prepares debt service payments.
13. Supports and provides backup to the Senior Accountants.
14. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of public agency financial management including general and governmental accounting, budgeting, auditing, and reporting functions.
Generally Accepted Accounting Principles (GAAP).
Generally Accepted Governmental Accounting Principles.
Principles and practices of automated financial systems.
Principles of municipal budget preparation and control.
Principles and procedures of record keeping.
Principles of business letter writing and report preparation.
Basic investment concepts.
Debt management procedures.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Examine and verify financial documents, reports, and transactions.
Prepare a variety of budgets, financial statements, reports, and analyses.
Understand and apply generally accepted accounting principles.
Analyze, post, balance and reconcile financial data, ledgers and accounts.
Analyze and draw conclusions from financial data.
Interpret financial data and recognize accounts that need detailed investigation.
Adapt to changing technologies and learn functionality of new equipment and systems.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
Review, evaluate and improve capital asset management systems.
Evaluate and process investments.
Understand and comply with debt covenants.
Participate in the preparation and administration of assigned budgets.
Prepare clear and concise reports.
Plan and organize work to meet changing priorities and deadlines.
Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or a related field.

Experience:

Two years of increasingly responsible accounting experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; frequent interaction with other municipal employees, the general public, other governmental agencies, or individuals or groups doing business with the City.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 7-56

Union: No

FLSA: Exempt

Date Approved: June 3, 1993

Date Amended: July 27, 2001

Date Amended: June, 2007 (*Johnson & Associates*)

Date Reviewed: August 2019

Human Resources Manager Approval

City Manager Approval