



***ACCOUNTANT I (Accounts Payable)***  
***FINANCE DEPARTMENT***

**\$3,536 – \$4,516 per Month**  
**Depending Upon Qualifications**

***Introduction***

The City of McMinnville, Oregon is seeking to fill a current vacancy for **Accountant I (Accounts Payable)** in the **Finance Department**. The employee in this classification is responsible for all aspects of the City's accounts payable system; transient lodging tax registration and collections; and other miscellaneous general ledger and budget support duties.



***Responsibilities of the Position***

*Essential duties and responsibilities for Accountant I include, but are not limited to:*

- Coordinating and completing all aspects of the City's accounts payable (A/P) system, including routing invoices to departments; entering invoices for payment using purchase order information; routing weekly invoice batches to approvers; processing and distributing accounts payable checks; reconciling invoices and vendor statements. Maintaining and reconciling City credit card accounts. Preparing A/P journal entries, as needed and balancing A/P general ledger accounts monthly. Providing assistance to departments, including training, answering questions, and solving problems.
- Testing and verification of A/P functions related to system upgrades.
- Assisting with administration of Transient Lodging Taxes, maintaining tax records; and processing and tracking quarterly tax returns and payments.

- Completes general ledger support work, including preparation of daily deposits; reconciliation of payroll and escrow bank accounts; completion of monthly escrow accounting; and balancing General Ledger accounts monthly.
- Completes other duties as assigned.



## *Qualifications for the Position*

### **Skill in:**

- Using computer systems to perform accounting duties;
- Communicating effectively with diverse individuals;
- Performing detailed functions accurately and rapidly;
- Organizing and scheduling work;
- Applying accounting principles to prepare accurate and timely financial reports and detailed account reconciliations;
- Analyzing and interpreting financial data;
- Compiling and tabulating statistical data;
- Preparing reports; and
- Establishing and maintaining effective working relationships with employees, vendors, and the public.

### **Ability to:**

- Coordinate assigned program or function with other City staff;
- Learn governmental fund accounting;
- Apply a variety of federal and state regulations;
- Accurately work with large amounts of detailed information;
- Work as a collaborative team member; and
- Establish and maintain effective working relationships with others from diverse backgrounds.

## *Education and Experience*

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job will be qualifying. A typical way to qualify would be a minimum of two years increasingly responsible experience related to the duties and responsibilities of Accountant I and specialized training in both accounting and related computer allocations. An Associate's Degree in Accounting is desirable.

## *Physical and Mental Demands*

The work involves communicating with others, repetitive motion of hands/wrists, and pushing or pulling 10 – 20 lbs. Otherwise qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential job duties of this classification. .

## *Tentative Recruitment and Selection Schedule*

March 31, 2017 – April 21, 2017 - City employment applications, resumes, and cover letters received.

April 24 - 28, 2017 - Screening of applications and scheduling interviews.

May 1 – 5, 2017 - Conduct interviews.

May 8 – 19, 2017 - Complete reference checks and background investigations including credit check.

May 19, 2017 – Employment offer made.

June 5, 2017 – Tentative start date.

The application package – City of McMinnville application, resume, and cover letter - must be received no later than 5:00 p.m. on Friday, April 21, 2017, at the City of McMinnville, attention Human Resources, 230 NE Second Street, McMinnville, Oregon 97128.

You can obtain the City's employment application and the recruitment announcement from our website – [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov) or, you may call Erica Thomas at 503-434-2328 or by e-mail: [hr@mcminnvilleoregon.gov](mailto:hr@mcminnvilleoregon.gov) to request a City application packet.



**APPLICATION MATERIALS (City of McMinnville Employment Application, Cover Letter, and Resume) WILL BE ACCEPTED UNTIL**

**5:00 P.M., Friday, April 21, 2017  
SUBMISSIONS MAY BE MADE VIA  
HARD COPY AND ADDRESSED TO:**

**CITY OF McMINNVILLE  
HUMAN RESOURCES  
230 NE SECOND STREET  
McMINNVILLE OR 97128**

**Or**

**VIA E-MAIL TO:**

**[hr@mcminnvilleoregon.gov](mailto:hr@mcminnvilleoregon.gov)**

**NOTE: APPLICANT ACCEPTS ALL  
RESPONSIBILITY TO CONFIRM WITH  
HUMAN RESOURCES THAT AN  
ELECTRONIC APPLICATION HAS  
BEEN RECEIVED VIA E-MAIL.  
CONFIRMATION CAN OCCUR  
EITHER VIA PHONE AT (503) 434-  
2328 OR VIA E-MAIL TO  
[HR@MCMINNVILLEOREGON.GOV](mailto:HR@MCMINNVILLEOREGON.GOV)**

*The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment and selection process should request assistance by calling the number listed above or by e-mail [Erica.Thomas2@mcminnvilleoregon.gov](mailto:Erica.Thomas2@mcminnvilleoregon.gov)*