



CITY OF NEWPORT, OREGON CAPITAL PROJECTS AND GRANT ACCOUNTANT

The City of Newport Oregon is seeking a reliable, experienced professional for the position of Capital Projects and Grant Accountant. This is a full-time, non-exempt position with a salary range of \$ 3,199.00/month to \$4,213.00/month, plus an excellent benefit package. Placement in the salary range will be based on the knowledge, skills, education, and experience of the person hired.

This position will provide professional accounting services including City Capital Project maintenance, grant management, and related accounting duties. Reviews the work of and assists staff in accounts payable, accounts receivable, payroll, financial reporting, and audit program areas.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A Bachelor's degree in accounting AND five years related experience or an Associate's degree with ten years or more of progressive experience.

KNOWLEDGE: Knowledge of governmental accounting theory, principles, and practices. Knowledge of internal control procedures, management information systems, office automation, computerized financial applications, payroll and accounts payable functions. Knowledge of federal and state laws, rules and regulations relating to Capital Project, federal grants, and Purchasing.

SKILLS: Skill in the use of personal computers, various related software programs including Microsoft Office 2013 (Excel and Word), and standard office equipment. Strong customer service skills, time management and organization skills required.

ABILITIES: Ability to establish and maintain an effective and professional working relationship with City management, employees, Council members, other entities, and the general public. Ability to prepare and analyze complex financial reports, maintain efficient and effective financial systems and procedures. Ability to communicate professionally and effectively, both orally and in writing, with individuals and groups. Physical ability to perform the essential job functions.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to five pounds and occasionally lift or move materials up to twenty-five pounds. Manual dexterity and coordination are required more than 50% of the work period to operate equipment such as computers, keyboards, telephones, and standard office equipment. Please see the job description for a full description of the required knowledge, skills and abilities for this position.

TO APPLY: City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to jobs@newportoregon.gov. **The position will be open until 5:00pm December 12, 2016.**

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

All offers of employment are subject to successful completion of a background check, reference checking, and in the case of safety sensitive positions, drug and alcohol testing.