

## Senior Accountant

The City of Scranton Business Administration Department is looking for a professional accounting position with first level supervisory duties in a discrete sub-divisional organizational component involving the budget and accounting programs/functional areas affecting City-wide financial operations.

**Duties:** Oversee and perform a variety of accounting duties related to the operation and maintenance of City-wide and multi department accounting records. Coordinate and oversee the development and administration of the City-wide budget. Assist in the planning, development and implementation of accounting and financial management programs within the City of Scranton.

**Qualifications:** Successful candidate must have a background in Finance with at least 3 to 5 years experience and/or Bachelor's Degree in Finance, Business Administration, Accounting or other related field. Individual must possess strong organization, leadership and analytical skills. Must be able to develop and maintain excellent working relationships and must also be able to multi-task on a daily basis. Candidate must be proficient in computer skills specifically in Microsoft Word, Excel and Access.

Interested individuals should visit [www.scrantonpa.gov](http://www.scrantonpa.gov) for further details.

**THE CITY OF SCRANTON IS AN EQUAL OPPORTUNITY EMPLOYER**

**CITY OF SCRANTON  
BUSINESS ADMINISTRATION  
340 NORTH WASHINGTON AVE.  
SCRANTON, PA 18503**

**SENIOR ACCOUNTANT**

**Job Function:**

This is a professional accounting position with first level supervisory duties in a discrete sub-divisional organizational component involving the budget and accounting programs/functional areas affecting City-wide financial operations

Under general supervision, performs a variety of complex and difficult accounting and financial analysis work involving the development and maintenance of accounting systems affecting City-wide and/or multi departments; supervises and directs the work of accounting support staff and performs other job related work as required.

**Duties and Responsibilities:**

1. May supervise lower level accounting professional, technicians and office support staff.
2. Duties and responsibilities are performed in accordance with law, ordinance, and City policy
3. Oversees and performs a variety of accounting duties related to the operation and maintenance of City-wide and multi department accounting records.
4. Assists in the planning, development and implementation of accounting and financial management programs.
5. Provides assistance to City Departments and employees on accounting and financial systems management problems, the interpretation of accounting and financial management policies and procedures and in resolving accounting and financial systems problems.
6. Provides professional and technical advice and recommendations on accounting pronouncement, standards, policies and procedures.
7. Facilitates fiscal controls and compliance with generally accepted accounting principles by the City and its related entities.
8. Prepares a variety of financial reports including periodic reports, year-end closing and reconciliation and budgetary documents.
9. Assists outside auditors and coordinates reviews of City accounting and financial systems.
10. Assists in the development, implementation and evaluation of fiscal policies, procedures and practices.
11. Directs and participates in complex fiscal, financial and accounting problem resolution in areas impacting the City's financial condition and operation
12. Prepares highly complex and technical reports; documents policies and procedures; performs research.
13. Interpret and apply accounting and financial management laws, rules, regulations, policies and guidelines.
14. Prepare complex and comprehensive fiscal analyses and reports.
15. Conduct revenue forecasting.

**Qualifications:**

Successful candidate must have a background in Finance with at least 3 to 5 years experience and/or Bachelor's Degree in Finance, Business Administration, Accounting or other related field. Individual must possess strong organization, leadership and analytical skills. Must be able to develop and maintain excellent working relationships and must also be able to multi-task on a daily basis. Must be proficient in computer skills specifically in Microsoft Word, Excel and Access

Please submit all cover letters and resumes to Gina E. McAndrew, Esquire, A/Business Administrator, 340 North Washington Ave. Scranton, PA 18503 or by email: [gmcandrew@scrantonpa.gov](mailto:gmcandrew@scrantonpa.gov). Applications will be accepted until August 31, 2013.

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