



Job Title: Senior Accountant

Department: Administration and Finance

Division: Finance

Status: Full-time

Salary Range: \$62,317-\$70,641

Job Description: See below

Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email at lewiss@huntingtonwv.gov. They may also apply in person at City Hall, Room 145 – HR Office, or complete the online application at www.cityofhuntington.com. Click on City Government > Employment Opportunities > Apply for a Job. Applications/resumes will be received through the close of business on Friday, 7/3/2026. EOE

SENIOR ACCOUNTANT

Job Category: Administrative

Department: Administration and Finance

Division: Finance

Job Code No.: FIN-22

Pay Grade: A19

FLSA Status: Exempt

NATURE OF WORK

This is professional accounting work in the maintenance and review of municipal fiscal records. The employee is responsible for maintaining full accounting oversight for assigned departments and funds to ensure financial transactions, records, statements, and reports comply with generally accepted accounting principles (GAAP) and the WV State Auditor's Office. Work includes responsibility for preparing the annual City budget; working with management to design and implement solutions to resolve accounting and internal control issues and problems; developing procedures to maintain the integrity of the general ledger and subsidiary accounting systems; facilitating informed management decisions by designing and preparing financial analyses, projections, reports, policies and procedures, and any other records necessary. Work also includes researching legal materials relevant to accounting problems and solutions and providing accounting assistance and guidance to assigned City departments and accounting staff. The employee may provide technical guidance.

Initiative and independent judgment are exercised within the framework of stated objectives, established policies and practices, and major decisions are subject to approval. The employee works under general supervision and guidance of City and department policies and procedures, applicable federal, state, and local statutes and industry best practices. Guidance is provided by management, and mutual assistance and supplemental support are received from other accountants and accounting staff, as needed. The employee reports to the Assistant Finance Director.

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS

- Graduation from an accredited college or university with a bachelor's degree in accounting, finance, or directly related field required; experience in municipal governmental accounting work preferable; or any equivalent combination of education and experience. Minimum of five

(5) years of professional governmental accounting experience demonstrating full range of professional competency, including experience in providing technical leadership to professional staff. Certified Public Accountant (CPA), Certified Management Accountant (CMA) or equivalent licensure preferred.

- Valid driver's license from state in which employee resides.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership and performs advanced professional municipal accounting activities and functions; coordinates, prepares, researches, analyzes and interprets rules, regulations and financial data in the development, maintenance and reporting of City financial data and accounting systems.
- Undertakes special functions and directs and implements programs upon approval.
- Performs a variety of administrative tasks in relieving the Assistant Finance Director of important details, such as preparing miscellaneous billings related to Retirees' health insurance and outside agencies.
- Performs various staff and accounting duties, including those related to personnel, planning, budgeting, systems analysis, methodology, operations research, and complaints.
- Performs financial analysis of revenue, expenditures, special accounts, grant funds, and account balances.
- Generates and reconciles various records on departmental activities pertaining to purchasing, travel expenses, contracts, billings, and related activities.
- Generates grant financial reporting; maintains detail for grant expenditures and drawdowns.
- Compares corresponding general ledger accounts between outside agency funds and the general fund.
- Maintains capital lease schedule and prepares payments of capital lease agreements.
- Reconciles returned checks and travel advances.
- Audits/approves petty cash reimbursement requests.
- Familiarizes self with operating activities of assigned departments and functions in order to properly account for those activities according to GAAP and the WV State Auditor's Office.
- Designs flow of data, supporting documents and reports; works with departments to ensure accurate recording of activities into appropriate computerized accounting journals and ledgers.
- Communicates with assigned departments providing general guidance with accounting inquiries regarding revenue, expenditures, budgeting, account coding, and accounting system technical functions.
- Communicates with outside agencies to resolve problems, provide information, explain accounting procedures and discuss data anomalies or status.
- Performs all functions of Accountant as well as the following:
- Prepares the annual budget, including financial statements, notes, statistical sections, required supplementary information, required state schedules, schedule of expenditures of Federal awards, and major fund analysis in accordance with GAAP and GASB standards; strives to meet or exceed the standards of the Governmental Finance Officers Association (GFOA) for Excellence in Financial Reporting.

- Liaises with the State Auditor's office as assigned; provides extensive information in preparing reconciliation schedules and attesting to the validity of audit information for the annual WV State Financial Audit.
- Proactively identifies new GASB and WV Auditor's Office accounting standards, completes analysis of effect, proposes implementation method, coordinates project and prepares workpapers/analysis.
- Performs year-end closing; prepares journal entries; records current debt, investment activity, accruals, revolving loans and capital assets; verifies and types out various balance sheet accounts, updating estimates, and creating allowance for doubtful accounts; works with City-wide departments gathering grant and capital asset project data to assure completion of process.
- Tracks and reconciles investments, allocates investment interest to appropriate funds and prepares monthly cash and investment reconciliation status reports.
- Maintains the City's capital asset records; oversees the entry, tracking, and inventory counts, preparing GL entries to record acquisitions, donations, CIP, disposition sales and retirements, depreciation, and reconciles the GL to the detailed subsidiary fixed asset records.
- Monitors and tracks compliance with City debt; provides financial data and analysis for issuance of debt; monitors/ensures that City's annual debt service payments are timely; and tracks bonds proceeds spending schedule to monitor compliance with the Federal arbitrage rebate rules and regulations.
- Promotes courtesy and professionalism throughout the City of Huntington.
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principles, methods, and practices of municipal governmental accounting and related activities.
- Considerable knowledge of the principles and practices of modern public or business administration.
- Considerable knowledge of modern office management methods.
- Considerable knowledge and ability in developing and maintaining spreadsheet software applications.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Strong problem-solving, decision-making and time management skills and attention to detail.
- Proficiency in advanced mathematical skills, recordkeeping, data entry, and report preparation and distribution.
- Skill in the operation of assigned equipment.
- Ability to plan, organize, direct, and coordinate a variety of projects and activities.
- Ability to develop and install approved administrative procedures and operations related to programs and work procedures and to evaluate their efficiency and effectiveness.
- Ability to exercise independent judgment and discretion in applying and interpreting City policies and procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with officials, employees, vendors, and the general public.
- Ability to handle confidential information and matters in a discreet and professional manner.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, printer, scanner, calculator, copy machine, fax machine, and postage machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear and smell. The employee may occasionally lift and/or move up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the City as the need arises.