

Application Deadline: Open Until Filled
Starting Salary: \$58,861- \$73,576

The City of Laramie is accepting applications for a Lead Accountant. The position performs responsible, confidential, and professional-level, accounting, budget and finance-related duties. Under the oversight of the Administrative Services Director, the Lead Accountant acts as liaison to staff, outside agencies, and the public.

The ideal candidate will work accurately with little daily direction, but with active support and engagement from department leaders. Creativity, good judgment, assertiveness, positivity, and an improvement or mastery-based mindset will ensure the candidate excels. The ability to prioritize and apply professional expertise will allow them to effectively and efficiently meet multiple deadlines while maintaining a work-life balance. Communication with the Administrative Services staff will be key. This position is essential to the success of the City's finance function and will play a major role in the City's upcoming ERP implementation. Professional development and mentorship will be prioritized.

DUTIES & RESPONSIBILITIES:

- Review, reconcile and analyze the general ledger; review transactions for appropriate coding; prepare financial reports and journal entries.
- Demonstrate advanced understanding of governmental accounting, internal control framework, and budgetary policy.
- Develop analytical reports; share analysis with transparent and professional communication.
- Coordinate debt financing and monitor account balances for statutory collateralization compliance and investing funds; work with financial institutions to deliver financing options for lease purchases and to present depositories for public funds.
- Lead the budget preparation process; compile payroll, capital, and operating budgets and maintain them in enterprise software; forecast payroll expenditures; prepare long-term financial plans based on projections; monitor expenditures for budget compliance; book budgetary adjustments.
- Lead year-end audit coordination and trial balance substantiation process; demonstrate technical competency in all year end accounting tasks, including highly technical work like pension accounting.
- Lead in the financial function for reports such as the Comprehensive Annual Financial Report, Recommended Budget, and State Census.
- Prepare and present materials for City Council and City staff members.
- Assist in developing financial systems with internal controls and policies.
- Commit to learning and growth; lead organizational change.
- Model a team-focused work ethic, considering and helping to achieve the overall department goals.
- Maintain strict confidentiality of employee and management payroll requests.

QUALIFICATIONS *(A combination of experience and training, or the equivalent of, would be qualifying):*

- Three years of professional accounting experience performing accounting, financial reporting, or audit services is required.
- Three years of experience in governmental accounting or auditing is preferred.
- Bachelor's degree from an accredited college or university in Accounting or a closely related field; or a non-accounting degree with the completion of at least 24 upper division accounting courses. Transcripts required.
- A Certified Public Accountant (CPA) certification is highly desirable.

Please include a cover letter explaining why you are interested in this position, a resume specific to your accounting experience and a transcript, if applicable.

Applicants who are offered an appointment are required to pass a comprehensive background investigation, drug screening test and driver license check.

The City of Laramie is an EEO/ADA employer and a smoke-free workplace per City ordinance.