

**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.*