



Senior Accounting Lead

Apply by: 5:00 pm. Monday, July 6, 2026

Status/Hours: **Full-Time 40 hours per week**
Department: **City Manager's Office**
Wages: **\$ 6,759 per month, AFSCME Represented**
Benefits: **Excellent Benefits**

The City of Cornelius has an opening for a Senior Accounting Lead in the City Manager's Office. The person in this position will provide highly responsible and complex support to the Assistant City Manager – Business Operations and assist with oversight of the City's business operations, including finance and budget, grant management, utility billing, business licensing, and human resources. Bi-lingual (English/Spanish) applicants are strongly encouraged to apply.

QUALIFICATIONS:

- Any combination of education and experience that would likely provide the required knowledge, skills, and abilities in the *Position Description* is qualifying. A typical way to obtain the required qualifications would be:
- **Education:** Associate's degree from an accredited college or university with major course work in finance, accounting, business administration, public affairs, or related field.
AND
- **Experience:** Five (5) years of increasingly responsible professional experience in accounting, business operations, and/or budgeting, preferably in the public sector, and including one year of management and administrative responsibility.

Please review the position description for the full scope of duties and responsibilities and the required knowledge, skills and abilities.

How to Apply: Submit a completed **City of Cornelius application, responses to supplemental questions, résumé, and cover letter** to recruitment@corneliusor.gov or deliver to City Hall, 1355 N Barlow Street, Cornelius, OR 97113 by 5:00 pm Monday, July 6, 2026.

Tentative Review Process:

Application Review: July 6th – 10th
Interviews: July 13th – 17th
Tentative Start Date: July 27th

City of Cornelius

Classification Description

Job Title: Senior Accounting Lead
Department: Administration
Reports To: Assistant City Manager – Business Operations

Class: A9
FLSA Status: Non-Exempt
Representation: AFSCME
Date: June 2026

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Position Summary:

Provides highly responsible and complex support to the Assistant City Manager – Business Operations and assists with oversight of the City's business operations, including finance and budget, grant management, utility billing, business licensing, and human resources.

Key Distinguishing Characteristics:

This position is distinguished from the Accountant and Accounting Technician positions by the higher level of proficiency in performing assigned tasks, the higher level of training and understanding of the work performed, and the responsibility as a working leader for various procedures. Work situations require the use of judgment to plan, perform, and make decisions that may impact processes and procedures.

Supervision Exercised:

Supervision of others is not a typical function assigned to this position. Oversee the work of others in a lead capacity, provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

Examples of Duties - Essential Functions:

The following tasks are typical for this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

- Assist with business operations functions including accounting, budget preparation and compliance, financial reporting, purchasing, auditing, utility billing, and human resources. Recommend policy and procedural changes.
- Oversee grant management compliance and reporting.
- Assist with implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Assist with oversight of City-wide financial and accounting services including accounts payable, utility billing, customer service, payroll, and benefits administration.
- Prepare monthly utility billing, adjustments, collections, meter reading review, and account accuracy.
- Maintain integrity of accounting data, chart of accounts, utility customers, and consumption data.
- Assist frontline staff with difficult customer issues while providing excellent customer service.

- With input from frontline staff make sound judgement calls and decisions concerning customer accounts, bills, and payment plans.
- Provide backup for payroll processing, reporting and accounts payable.
- Review daily financial transactions for accuracy in the areas of cash receipts, accounts payable, payroll, and prepare adjustments for errors.
- Complete monthly bank reconciliation.
- File financial reports with federal, state and regulatory agencies.
- Assist with implementation and enhancement of accounting and internal control systems, policies and procedures in compliance with Generally Accepted Accounting Principles, and ensure that City assets are accounted for and properly used.
- Assist with oversight of City-wide purchasing, including contracts.
- Assist with employee recruitment and retention.
- Provide complex staff assistance to the Assistant City Manager – Business Operations and lead accounting staff in relations to proper business practices, policies, and procedures.
- Contribute to a positive work environment; maintain effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
- Follow all safety rules and procedures for work areas.
- Maintain regular, predictable attendance and punctuality.
- Perform other directly related duties consistent with the role and function of the classification.

Minimum Qualifications:

Minimum Education/Experience Requirements:

Any combination of training and experience, which would provide the required knowledge, skills and abilities, to perform the essential functions of the position, may be qualifying. A typical way to obtain the required qualifications would be:

- Associate's degree from an accredited college or university with major course work in finance, accounting, business administration, public affairs, or related field.
- AND
- Five years of increasingly responsible professional experience in accounting, business operations, and/or budgeting, preferably in the public sector, and including one year of management and administrative responsibility.

Licensing/Special Requirements:

- Spanish/English bilingual proficiency preferred.

Knowledge, Skills and Abilities Required:

Knowledge of:

- Operations, services and activities of a comprehensive financial management and general accounting program.
- Principles, practices, methods and techniques of financial management, governmental accounting, auditing and cash management.

- Generally accepted accounting principles, practices and theories.
- Principles and procedures of financial record keeping and reporting.
- Principles and practices of municipal budget preparation and administration.
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, State and local laws, codes and regulations.

Skill in:

- Verbal and written communications, interpersonal relations, policy and politics, and customer service.
- Learning and application of relevant laws, ordinances, rules, regulations, principles, and techniques.
- Use of personal computers, computer hardware and software applications, including necessary software applications.
- Filing, record keeping, and tracking systems for issues and case work.

Ability to:

- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Maintain confidentiality and handle highly-sensitive information with sound judgment and discretion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Monitor and audit cash handling procedures.
- Ensure adherence to Generally Accepted Accounting Principles.
- Establish, implement and enhance accounting and internal control systems.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions

Work Environment:

The duties for this job will be performed primarily in an office environment with adequate lighting, moderate noise levels, controlled temperature and ventilation conditions, and rare to no direct exposure to hazardous physical substances. Employee may interact in difficult interpersonal situations with staff, public, and external representatives. Where required for compliance with city policy and/or OSHA standards, employee will utilize proper protective equipment.

Physical Demand/Manual Dexterity:

The duties for this job require mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although some work may require walking outdoors between work / office locations. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds as well as stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee may occasionally climb stairs or ladders.

Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

The physical demands and work environment described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Management is receptive to receiving requests from employees for accommodations related to disability, will engage in the interactive process with employees who make such requests and, where accommodation is needed and reasonable, is committed to providing accommodation, unless doing so would impose an undue hardship on the operation of the City.

June 2026

Application for Employment

City of Cornelius provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran’s status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans’ preference in hiring, complete the Veteran’s Preference Form and submit it with the required documentation at the time you submit this application.

THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BE COME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.

Position				
Position Applying For		Available Start Date	Today's Date	
Personal Information				
Name				
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)				
Education	List any colleges, military, trade, business or other schools attended.			
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?
Certificates & Licenses		List any professional license, registration, or certificate required or preferred for the position.		
Type	Issuing Agency	Date Issued	Date Expires	

References

Name	Title	Company	Phone

Employment History

This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List ONLY the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all of your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			
Employer (2)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

Employer (3)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

Employer (4)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered in the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____ **Date:** _____

Position Applied For: _____

This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions please contact Human Resources.

City of Cornelius*1355 N Barlow Street*Cornelius, OR 97113
(503) 357-9112 or recruitment@corneliusor.gov

CITY OF CORNELIUS
APPLICANT AUTHORIZATION FOR REFERENCE CHECKS

I hereby authorize my past employers to release information to the City of Cornelius regarding my employment. This release of information covers my employment record in general, including information on the following questions:

1. Dates of employment
2. Position(s) held
3. The quality and quantity of my work
4. My attendance habits (excluding workers' compensation, pregnancy, disability FMLA and other protected absences)
5. My relationship with co-workers, supervisors and managers
6. My attitude toward work (cooperative? positive? etc.)
7. Reason for leaving and eligibility for rehire (would the employer rehire if they had to do it all over again?)
8. Strong and weak points
9. Willingness to comply with policies and standards
10. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaging in hostile or violent behavior
11. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

I agree that all former employers who provide such information are indemnified and released from liability arising from such disclosures. I also understand that if I do not sign this Authorization, my application will be rejected.

Print Name

Signature

Date

City of Cornelius
Senior Accounting Lead
Supplemental Questionnaire

Please attach your answers to this questionnaire on a separate sheet of paper with your name and the title of the position you are applying for at the top of each sheet. Please be concise, complete and clear in your responses. Limit your answers to 1/2 page per question and number the answers to correspond with the questions.

Be specific as to how many years of experience you possess, your role and where the experience was gained, being sure to highlight any experience in a municipal or governmental setting.

1. Please describe your work experience related to preparing and managing organizational budgets, including your knowledge of Oregon's Local Budget Law. Please include the length of time you held this responsibility, the size of the total budget and types of funds.
2. Please describe your experience in government finance and/or accounting, including experience and knowledge related to auditing and recent Governmental Accounting Standards Board (GASB) statements.
3. Please describe your experience managing grant compliance and reporting.
4. Please describe your experience and role in handling difficult customer interactions, both internally and externally.