

## **SENIOR ACCOUNTANT**

Salary Range 39 (Public Service Employees)

### **DEFINITION**

Under the general direction of the Financial Manager or designee, performs professional accounting work including the examination, maintenance, verification, analysis, and reconciliation of financial records; assists in developing and installing accounting systems; prepares accounting and auditing reports; performs other duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey-level class in the professional accounting series. Incumbents assume responsibilities of a more complex nature and are expected to work independently with only occasional instruction or assistance as unusual or unique situations arise, while exercising sound decision making and using independent judgment. Senior Accountants are required to have knowledge of advanced governmental accounting practices and procedures, fund accounting, fiscal management, and supervise personnel. This class is distinguished from the Financial Manager by the latter's full management authority and responsibility for planning, organizing and directing the full scope of operations within the Finance Division.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents receive general supervision from the Financial Manager or designee, and supervise assigned personnel.

### **EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES**

Duties may include, but are not limited to the following:

- Reviews and approves accounting transactions for posting to City financial system and oversees reconciliation of the general ledger and subsidiary accounts.
- Leads the preparation of annual audited financial statements and footnotes; reviews auditor prepared sections.
- Prepares numerous financial documents and reports and reviews financial documents and reports prepared by staff.
- Plans, organizes and supervises the activities of assigned staff.
- Analyzes and reconciles expenditure, revenue, and balance sheet accounts; verifies balance and proper classification; reviews for compliance with all applicable generally accepted accounting principals, Federal, State and City rules, regulations and ordinances.
- Oversees components of the annual external audits; acts as a liaison between outside auditors and the City; coordinates reviews of City accounting and financial systems; assists the Finance Manager with the most complex aspects of the audit.
- Oversees the preparation of various components of the annual City budget; assists the Finance Manager with the most complex aspects of the budget.
- Researches and analyzes transactions to resolve financial and budget problems.
- Performs complex accounting and financial calculations and analysis.
- Performs a variety of responsible auditing functions as required and as assigned.
- Provides professional and technical guidance and training to Department staff in accounting, payroll and budget administration.

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- Prepares comprehensive financial and payroll activity studies, statistics, statements and reports.
- Researches and analyzes technical transactions to resolve questions and validate data; assures fiscal accountability and fund integrity for transactions and supporting documentation.
- Coordinates technical and financial information and communications between the department, other City departments and external agencies regarding allocations and accounting issues.
- Recommends, interprets and implements accounting policy and internal control procedures.
- Assists the Finance Manager with special projects as required.
- Performs other duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) and Governmental Auditing Standards
- Public finance administration, budgeting, auditing, and reconciliation; federal and state regulations and guidelines as they pertain to municipal finance; municipal taxation and revenue management
- Principles and practices of business organization and public administration
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, and training staff
- Modern office practices, methods and equipment
- Computer applications related to work, including word processing and spreadsheet software
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for providing a high level of customer service to public and City staff, in person, in writing and over the telephone
- Pertinent ordinances, resolutions and laws affecting municipal financial operations

#### **Ability to:**

- Prepare and review financial and/or auditor statements, schedules and reports
- Supervise, select, train, motivate, and evaluate the work of assigned staff
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Analyze financial data accurately, draw sound conclusions, and develop effective courses of action
- Understand and carry out a variety of complex instructions in a responsible and independent manner
- Establish and maintain a variety of files and records
- Use computer technology in the performance of daily activities
- Prepare clear, complete and concise financial statements and reports
- Operate modern office equipment, including computer equipment and software programs
- Use English effectively to communicate in person, over the telephone and in writing
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of the work

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- Organize and set priorities for a variety of projects and tasks in an effective and efficient manner to ensure deadlines are met
- Evaluate and develop improvements in operations, procedures, policies or methods
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

### **Minimum Qualifications:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year accredited college or university with major coursework in accounting, finance or a related field and four (4) years of professional governmental accounting and auditing experience.

### **GENERAL QUALIFICATIONS**

#### **License Requirements:**

A valid California class C driver's license with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

#### **Physical Requirements:**

Incumbents must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. 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. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

#### **Working Conditions:**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

*Adopted: July, 2007*

*Revised: July, 2018*

#### **FLSA : NE**

This job specification should not be construed to imply that these requirements are exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.