

SENIOR ACCOUNTANT

DEFINITION

To perform complex professional accounting work in reviewing and maintaining City fiscal records; to examine, analyze, and verify financial statements and records; and to prepare statistical and financial reports; perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Under general direction of the Finance Director. May supervise subordinate staff.

DISTINGUISHING CHARACTERISTICS

An incumbent in this position is expected to perform the full range of professional accounting work including the more complex and technical accounting functions having familiarity with the operation, filing and communication procedures of the department and possessing the knowledge and technical expertise in maintaining the City's accounting system and preparing mandated reports and financial statements. This position is distinguished from the next lower Accountant position by the performance of the more complex accounting functions including detailed federal and state reporting requirements. Work may include providing guidance and direction to subordinates.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Essential

Prepare journal entries and maintain the general ledger and subsidiary ledgers of various funds; prepare preliminary data for inclusion in the entries; perform year-end review of accounts, prepare adjusting and closing entries, and prepare year-end financial statements.

Reconcile information received from Information Systems with accounting records; assist information systems personnel in setting up command files and resolving programming problems concerning operation and development of financial software.

Analyze and reconcile expenditure and revenue accounts; process transfers of expenditures and appropriations; prepare, analyze and verify statements of financial condition, including schedules of balance sheets, investments, cash balances, fund balances, revenue, expenditure and statistical reports.

Maintain assessment district records; prepare financial reports for other government agencies; make estimates of and analyze actual departmental expenditures in developing cost data for budgeting.

Assist outside auditors and explain City policies and procedures; participate in the investment of City funds.

May maintain cash flow records of investments; may perform internal control auditing of departmental revenue collections and petty cash funds; may perform audits of franchises, transient occupancy taxes and business license taxes.

Record and maintain appropriate controls for fixed assets; assist and assume responsibility for the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting, and special reports.

May provide supervision and training of support staff.

Important

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern governmental accounting principles, practices and methods, including program budgeting and auditing and their application to municipal operations.

Principles and practices of business organization and public administration.

General principles and practices of data processing and its applicability to accounting and municipal operations.

Ordinances, resolutions and laws affecting municipal financial operations.

Principles and practices of purchasing and budget control; principles and practices of revenue estimating and financial planning.

Principles of supervision, training and performance evaluation.

Ability to:

Perform a wide variety of administrative and analytical duties with little or minimal supervision.

Analyze situations accurately and develop effective courses of action.

Evaluate and develop improvements in operations, procedures, policies and/or methods.

Effectively administer assigned programmatic responsibilities.

Prepare clear, accurate, and concise statistical and financial reports.

Learn and operate automated office equipment and use a computer based accounting system.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster cooperative working relationships with others contacted in the course of work.

Supervise and train clerical and technical personnel.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of professional and progressively responsible accounting experience, with a minimum of one year of related supervisory experience. Municipal accounting experience preferred.

Education:

Bachelor's degree from an accredited college or university, with major coursework in accounting or closely related field.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 to 6 hours of sitting; up to 3 hours of standing, walking, bending, crouching, stooping, twisting, and turning, grasping (firm), pinching, reaching forward and overhead; lifting and carrying ledgers and other office supplies/reference materials weighing up to 25 lbs., pushing and pulling 10 lbs or less, eye-hand coordination, eye-hand-foot coordination; and driving; between 3 to 6 hours of verbal contact either face to face or on the phone (speech and hearing); finger dexterity and light grasping; vision acuity (near), and color vision.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: taking, interpreting, comprehending and following instructions, simple to complex – reading, writing, and math skills; forming, analyzing, synthesizing, coordinating, compiling, computing, copying, comparing, speaking-signaling, negotiating, instructing, supervising, helping; perceiving pertinent detail in objects or in pictorial or graphic material; performing from simple, repetitive, clerical tasks to varied, complex assignments, maintaining work space, relating to other people, influencing people, evaluating; generalizing; and responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors, using a computer and other office equipment; working alone; working around or with others.