



ACCOUNTANT SENIOR

DEFINITION

Under general supervision, performs financial accounting and record keeping, budget preparation and maintenance, payroll analyses, reconciliation of various accounts, maintenance of capital asset program, purchasing activities and a variety of professional accounting tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director or Financial Services Manager as assigned. Indirectly supervises technical and clerical staff in Finance as assigned.

DISTINGUISHING CHARACTERISTICS

Accountant Senior is an advanced journey level accounting position and is a member of the mid-management employee unit. Incumbents are expected to perform the full scope of professional accounting duties with considerable independence and minimum direction, and to oversee lower-level staff work to ensure adherence to quality and timely work products in assigned areas of responsibility.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs and provides technical support in the preparation, maintenance, and operation of the administration and accounting functions, including general ledger, budgetary accounting, payroll, accounts payable, accounts receivable, year-end audit work, and financial reporting.
- Demonstrates a full understanding and ensures compliance with Federal and State laws, as well as City policies and procedures; responsible for writing, implementing, and training employees from other departments on accounting procedures and the use of the accounting software.
- Maintains general ledger and subsidiary accounting ledgers including preparation of journal entries related to all accounting activities such as payroll, accounts payable, cash receipts, and accounts receivable according to established accounting policies and procedures.
- Reviews, reconciles and audits accounting records of receipts, disbursements and encumbrances to ensure fiscal accuracy and control.
- Assists in preparation and maintenance of annual operating budget and capital improvement budget
- Audits cash receipts and disbursements; allocates revenue to proper cost accounts.
- Assists in the implementation and update of the accounting and cost system; provides system user training to other staff as required.
- Gathers financial and statistical information and materials for various reports and year-end auditing process; compiles, reconciles, and verifies information and prepares financial, Federal, and State mandated reports.

- Prepares and submits financial reports and other information required by outside agencies, including the County, the State, and the federal such as annual reports of financial transactions to the State Controller, the annual State Streets Report, Federal Employment Survey, and other reports as required.
- Performs capital asset accounting, including maintaining accurate and up-to-date accounting asset records and providing thorough statistics for capital and operating budgets.
- Assists in the preparation of audit deliverables for external auditors and coordinates their fieldwork activities.
- Prepare written memos, letters, reports, standard operating procedures, policies, and publications for effective communication with internal and external customers.
- Performs other duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques used in governmental accounting, public finance administration and budgeting.
- Terminology and practices of financial processing, record keeping, and financial reporting including general ledger, payroll, accounts payable, accounts receivable and year-end audit work.
- Principles and practices of auditing payroll, accounts receivable, and other accounting and finance documents.
- Principles and practices of accounting systems, fund accounting and public agency operating and budgeting.
- State and Federal regulations and guidelines as they pertain to municipal finance, municipal taxation and revenue management.
- Terminology and practices of financial processing, record keeping, and financial reporting.
- Principles and practices of preparing and reviewing finance documents.
- Business arithmetic and basic financial and statistical techniques.
- Record keeping principles and procedures.
- Computer equipment and computer applications related to work, including financial systems, word processing, spreadsheet, presentation and database software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards.
- Prepare, process, maintain, and reconcile ledgers and journals according to accepted accounting policies and procedures.
- Independently carry out complex accounting and auditing work.
- Compile and analyze financial reports.
- Prepare clear, comprehensive, and accurate reports and statements.
- Examine and verify financial documents.
- Learn, retain, interpret and apply financial regulations and policies.
- Perform detailed accounting and finance tasks accurately and in a timely manner.
- Handle and prioritize a variety of assignments and meet deadlines.
- Perform detailed and accurate work product in Microsoft Word, Excel, PowerPoint, and Outlook, and financial accounting system(s).
- Correspond with banking institutions, government agencies, and auditors (among others) regarding City financial transactions and reports.
- Write clear and concise reports, correspondence, procedures and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Organize own work, set priorities, and meet critical time deadlines.

- Coordinate closely with employees and departments to achieve deadlines and project requirements.
- Perform basic statistical analysis and conduct research studies.
- Collect, compile, summarize and maintain accurate records and files.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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:

Education: Equivalent to a bachelor's degree with major coursework in Accounting, Finance, Business Administration, Public Administration or a related field.

Experience: Four (4) years of experience performing progressively responsible accounting and auditing experience preferably within a municipality. Training and experience working in governmental and municipal fund accounting is highly desirable.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various town and meeting sites; vision to read printed materials and a computer screen; and 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, typewriter 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 necessary to perform job functions. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL 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.