



Senior Accountant

Purpose of the role:

Under direction, supervises or provides lead direction to assigned staff; leads, oversees, and participates in the more complex and difficult work of staff responsible for performing complex professional and paraprofessional accounting duties in the analysis, preparation and maintenance of financial records and reports; provides financial management, reporting, budgeting, payroll and accounting services for the City; performs a variety of technical tasks relative to assigned areas of responsibility; and performs related duties as assigned.

Distinguishing Characteristics:

This is the advanced journey level class in the Accountant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including providing supervision to assigned staff. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the provision of accurate and timely financial reports to City management and to other governmental bodies and the public, in order to support sound decision making and ensure appropriate public disclosure and accountability. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Incumbents may be assigned specific duties in order to efficiently meet day-to-day operational needs but are expected to have an appropriate level of knowledge that would provide the ability to perform cross-functional duties. Senior Accountants are distinguished from the Accountant II level in that the former has responsibility for more complex accounting and analyses that requires advanced level accounting knowledge and has greater consequence to the operations and management of the City. The Senior Accountant level may also have responsibility for supervising professional level accounting staff.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Oversees, plans, trains, and reviews the work of staff responsible for performing complex professional accounting duties in the analysis, preparation and maintenance of financial records and reports; participates in performing the most complex work of the unit including the provision of accurate and timely financial reports to City management and to other governmental bodies and the public.
- Trains assigned employees in their areas of work including professional accounting methods, procedures, and techniques.

- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
- Performs complex and technical accounting work in the maintenance of records of revenues, appropriations, expenditures and special funds; schedules journal vouchers and reconciliations to produce accurate periodic reports for assigned funds; makes recommendations and calculates allocation of costs to City departments and special districts; analyzes cost data and prepares project accounting reports.
- Compiles annual revenue budget for City funds; prepares projections of revenues, budget estimates and supporting schedules; monitors and reports on budget and revenue account status; reviews and processes requests for budget adjustments; answers questions and compiles special reports for departmental use in budget tracking and reporting.
- Compiles annual financial statements, including footnotes regarding accounting standards, supporting schedules and working papers; compiles and prepares State Controller Reports, including calculation of the cost allocation plan.
- Develops, documents and reviews the City's financial procedures and internal controls; ensures operational compliance by all City personnel.
- Maintains financial system modules, database files and records; works with vendor software support personnel to resolve problems with software and database files and records.
- Participates in preparation of periodic financial reports to the City Council, City Manager and City departments; conducts special expenditure analyses.
- Performs the more technical and complex accounting work in the maintenance of accounting records of revenue, appropriations, expenditures and special funds; accumulates and analyzes cost data and prepares cost accounting reports; performs accounting for grant and other special funds, including assessment districts; monitors and prepares periodic reports on special funds; conducts special expenditure analyses and audits to ensure full reimbursement of City costs in connection with grant and special assessment expenditures.
- Compiles accounting data for agencies for which the City has fiduciary responsibility; coordinates audits and preparation of financial and accounting reports for such agencies.
- Monitors changes in regulations and GAAP guidelines; reports and recommends changes to City practices and procedures in accordance with regulations and standards.
- Performs related duties as required.



The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a municipal accounting program.
- Basic principles of supervision and training.
- Methods and techniques of cost accounting.
- Advanced principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Advanced principles and practices of internal control and auditing.
- Basic principles and practices of municipal budget preparation and administration.
- Principles and practices of business data processing particularly related to the processing of accounting and financial information.
- Mathematical principles.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Supervise, organize, and review the work of staff.
- Independently perform the most difficult professional accounting functions.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, explain, and enforce department policies and procedures.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Analyze and make sound recommendations on complex financial data and operations.
- Plan and evaluate financial systems and practices and make sound recommendations for improvement.
- Develop and implement financial procedures and controls.
- Perform complicated mathematical calculations and analyses.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Work on multiple concurrent projects with strict deadlines and with frequent interruptions.
- Prepare clear, concise and comprehensive financial statements, reports and written materials.
- Exercise sound independent judgment within general policy guidelines.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

***Desired
Minimum
Qualifications:***



Competencies:

- Effective Communicator
- Team Builder
- Strategic Thinker
- Accountable
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

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

Education and Experience Guidelines:

Education:

A Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business administration or a closely related field.

Experience:

Five years of progressively responsible professional accounting experience, preferably in a governmental agency.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: