



AUGUST 2016
FLSA: Exempt

SENIOR ACCOUNTANT

DEFINITION

Under general supervision, records transactions; reconciles bank accounts, general ledger accounts, and subsidiary accounts; prepares financial, statistical and analytical reports for the Finance Director and City Staff; assists in the budget preparation; collects accounts receivable; conducts internal audits; assists in the coordination of the external audits; cross-trains in all areas of the Finance Department; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director. May exercise technical and functional supervision over Accounting Technicians and other Finance Department staff.

CLASS CHARACTERISTICS

This is the journey-level class in the professional accounting series. Incumbents perform the full range of routine and complex departmental accounting and record-keeping programs under only minimal supervision. Responsibilities require the use of tact, discretion, and independent judgment. Successful performance of the work requires knowledge of governmental accounting practices and procedures, and thorough knowledge of Generally Accepted Accounting Principals (GAAP).

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.

- Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
- Prepares a wide variety of financial and statistical reports, including daily, monthly, quarterly, and year-end reporting, budgetary reports, assisting in the preparation of the basic annual financial report, and preparing other documents and management analysis.
- Monitors expenditures, revenues, and budget allocations to determine the City's financial status and prepares custom reports, graphs, and schedules as needed.
- Monitors contracts and prepares reports comparing actual expenditures to authorized expenditures.
- Ensures City Staff adherence to the City's procurement policy.
- Verifies accuracy of payroll batches before finalizing payroll.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Prepares journal entries.
- Reconciles general ledger, subsidiary, and bank accounts and resolve discrepancies.



- Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
- Prepares monthly and quarterly financial statements for Department Heads; prepares numerous monthly financial reports and special reports as needed.
- Alerts the Finance Director of any internal control weaknesses.
- Ensure that required periodic payments and reports are completed timely.
- Review monthly tax income, investigating discrepancies and delinquent payments.
- Records and maintains appropriate controls for fixed assets, including City-owned vehicles and land; assists in the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting, and special reports.
- Maintains and monitors the City's grant funds and ensures compliance with rules and regulations governing the use of each grant.
- Receives and tracks property tax payments; ensures that property tax bills are remitted to the proper City departments for payment authorization.
- Tracks Capital Improvement Program expenditures and allocates funds to the appropriate Capital Improvement Project account.
- Assists in the coordination of external audits by analyzing and scheduling general ledger accounts and providing information for auditors.
- Assists with daily, monthly, and quarterly cash reporting and projections.
- Participates in the compilation and preparation of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections and estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Tracks and collects accounts receivable.
- Cross-trains in all functions of the Finance Department.
- Conducts audits to monitor adherence to internal controls.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- Protects organization by keeping information confidential.
- Performs other duties as assigned.

QUALIFICATIONS

Proficient in:

- Generally Accepted Accounting Principals (GAAP).
- Modern office equipment, computers, and software applications
- Microsoft Excel
- Reconciling general ledger, subsidiary ledger, and bank accounts
- Data importing and exporting
- General math skills
- Analyzing financial data and draw sound conclusions.
- 10-Key calculator
- English grammar, spelling, vocabulary, and punctuation (bilingual Spanish is a plus)

**Knowledge of:**

- Government Accounting Standards
- Microsoft Office Suite
- Collections of Accounts Receivable
- Techniques for providing a high level of customer service by effectively communicating with the public, vendors, contractors, and City staff.

Ability to:

- Prepare clear, complete, and concise financial statements and reports.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- 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, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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:

Graduation from an accredited four-year college or university with major coursework in accounting, business, or public administration and at least two years of accounting work experience; or

Two or more years of college and at least six years of progressive accounting work experience.

License:

- 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; 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 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. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.



ENVIRONMENTAL ELEMENTS

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.