



Senior Accountant

Class Specification

Revised 9/23

Class ID: 321

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under general supervision, supervises day-to-day activities of various accounting functions, performs professional accounting work; provides information on accounting practices and procedures and on the City's enterprise resource planning (ERP) financial system; examines, analyzes, and verifies financial statements and records; prepares financial and statistical reports; provides lead direction to other accounting staff and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director and Accounting Manager. May exercise supervision over assigned professional, paraprofessional, and accounting clerical staff.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level class in the Accountant series with leadership responsibilities to assigned employees in the accounting division. The incumbent is responsible for ensuring that accounting activities are carried out in accordance with generally accepted accounting principles and that the accuracy and integrity of financial records are maintained. This position is also involved in the design, implementation, and maintenance of the ERP financial system.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Maintain and supervise the maintenance of general ledger and subsidiary ledgers of various funds; analyze and reconcile expenditures and revenue accounts; process transfers of expenditures and appropriations.

Perform year-end review of accounts, prepare adjusting and closing entries, prepare year-end financial statements.

Reconcile information produced by ERP financial system with accounting records; advise and assist users on City's financial system.

Prepare, analyze, and verify statements of financial conditions, including schedules of balance sheets, investments, cash balance, fund balance, revenue, expenditure, and statistical reports; maintain assessment district records.

Prepare financial reports for other government agencies.

Forecast, estimate, and analyze actual departmental expenditures in developing cost data for budgeting.

Participate in development of annual budget, 5-year forecast, and cash flow budget.

Assist outside auditors by locating records and explaining City policies and procedures.

Participate in the investment of City funds.

Make presentations to supervisors, managers, City Council, civic groups, and the general public.

Conduct training programs on accounting/finance policies and procedures.

May supervise train, and evaluate assigned professional, paraprofessional, and accounting clerical staff engaged in such activities as financial reporting, account reconciliations, accounts payable/receivable, investments, and revenue and payment receipting.

May perform audits of franchises, transient occupancy taxes and business license taxes.

May perform internal control auditing of all departmental revenue and expenditure activities.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Generally accepted accounting principles (GAAP).
- Principles and practices of governmental accounting and government accounting standards board (GASB), auditing, and fiscal management.
- Principles and practices of financial administration including budgeting and reporting.
- Principles and practices of internal controls.
- Modern office practices, procedures, methods, and equipment.
- Laws regulating public finance.
- Principles of supervision, training, and performance evaluation.
- Office equipment including computers and related software such as word processing and spreadsheets.

Skill or Ability to:

- Analyze, interpret, and explain department and City policies and procedures, government regulations and accounting manuals.
- Develop, revise, install and utilize manual and automated accounting systems and procedures.
- Prepare varied financial statements, reports, and analyses.
- Set workload priorities and meet deadlines.
- Prepare clear, concise, grammatically correct reports, letters, proposals and employee performance evaluations.
- Identify, research, and solve a wide variety of work-related problems.
- Plan, supervise, and review the work of professional, paraprofessional and clerical personnel.
- Supervise, train, and evaluate accounting personnel.
- Prepare records for audit and assist auditors.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Represent the City effectively in meetings with management personnel, public officials, other employees, and the public.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education 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 a bachelor's degree from an accredited college or university in in finance, accounting, or a closely related field and four (4) years of progressively responsible governmental accounting work including one year of supervisory or lead experience.

License and Certificate:

This classification requires the ability to travel independently within and outside of City limits.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. 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 frequently sit for prolonged periods of time, bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

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.