



SENIOR ACCOUNTANT

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 qualifications of incumbents within the position.

DEFINITION

To supervise and/or participate in the work of staff responsible for providing financial accounting and record keeping in connection with budget preparation, purchasing activities, and payroll analyses; and to perform a variety of professional accounting tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the class of Accountant through technical job knowledge and level of skills required. This is the advanced journey level classification in which incumbents are expected to perform the full scope of professional accounting duties with minimum direction or supervision, and to supervise or oversee lower level staff work to ensure adherence to quality and timely work products in assigned areas of responsibility. This classification is distinguished from the next higher classification of Financial Services Manager in that the latter is responsible for the overall work of the assigned division.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from the Financial Services Manager. May exercise direct or indirect supervision over professional, technical, and clerical staff.

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

- Supervises and/or participates in the work of staff involved in a variety of financial and accounting activities within the Finance Department
- Performs complex and difficult accounting work including the related monitoring of personal deadlines and the deadlines of others to ensure adherence to quality and timely work products
- Participates in fiscal and accounting work in connection with budget preparation, purchasing activities, payroll analysis.
- Processing, pre-auditing accounting documents and transactions in conformance with established procedures and controls.
- Reviews, prepares, reconciles and may supervise the preparation of complex fiscal and accounting reports and other written materials. May require moving information between various software systems.
- Reviews, reconciles and audits accounting records of receipts, disbursements and encumbrances to ensure fiscal accuracy and control.
- Delegates, plans, directs, and assigns accounting work to lower level staff. May be required to train, coach, monitor and evaluate staff performance.
- Assists with fiscal year-end closing in analysis of financial reports.
- Analyzes, participates, recommends improvements, develops, and implements fiscal policies, procedures and internal controls and re-align business practices with technology.

- Maintains and researches current knowledge of applicable ordinances, rules, regulations, and policies. Clearly presents and explains reports to financial and non-financial managers, co-workers, and clients.
- Assists in coordinating, designing, developing and maintaining data extracts, reports and interfaces.
- Maintains various systems tables.
- Performs the job duties for special projects and other duties as assigned.
- Maintains effective working relationships with all levels of staff and the public.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

Any combination of education and experience that provides the knowledge, skills, and abilities required to accomplish tasks and duties. A typical way of obtaining the required qualifications is to possess a Bachelor's Degree from an accredited college or university, preferably with major course work in accounting, finance, business administration, or related field and have four (4) years of professional accounting experience which includes analysis or problem solving.

Experience must include: Working with an automated financial system, (preferably a government system) performing difficult and responsible accounting, as well as preparing financial records and reports.

License/Certificate

Possession of a valid California Driver's License

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB); principles and practices of municipal government accounting; principles and practices of automated financial systems; grant and fund accounting; account analyses; financial statement preparation; auditing; basic billing, and collection procedures; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices; principles of supervision, training, and performance evaluation.

Ability to:

Examine and verify financial documents, reports and transactions; prepare a variety of financial statements, reports, and analyses; analyze, post, balance, and reconcile financial data, ledgers, and accounts; direct, coordinate and review the work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner;

communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications, including financial and accounting programs.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires the ability to speak clearly and understandably and near vision in reading correspondence, data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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BAMM UNIT
EXEMPT
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