

SENIOR ACCOUNTANT

DEFINITION

Under general direction and oversight of the Finance Director, the Senior Accountant performs complex professional governmental accounting functions in the maintenance of the City's computerized accounting system; performs internal audits, special studies and analyses; and assists in preparation of annual City budgets and financial reports. Employees in this job class direct, coordinate, monitor and evaluate the work and performance of other accounting staff. The Senior Accountant regularly advises and consults with the City Treasurer, City Manager, and City Council Members on accounting matters.

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the Finance Director
Supervises Account Clerks and Account Technician

ESSENTIAL DUTIES & RESPONSIBILITIES (may include, but are not limited to:)

- Supervise and evaluate assigned accounting staff, including account clerks and account technicians. May Supervise an Accountant I position.
- Plan and direct general accounting operation functions, including general ledger maintenance, Accounts Payable, Revenue Collection, Payroll, and Purchasing.
- Perform in-depth account analyses and interfund reconciliations.
- Analyze revenues and expenditures and establish revenue and expenditure projections for budgetary, labor negotiation, cost-benefit analyses, and other purposes.
- Assist with the administration of budget amendments
- Participate in the preparation and administration of the annual City budget
- Participate in the preparation and coordination of the Comprehensive Annual Financial Report (CAFR)
- Assist in the development and implementation of departmental goals, policies, and procedures related to accounting activities
- Assure that City financial records are complete, accurate, and in compliance with laws, ordinances, and regulations which affect municipal finance operations (i.e. Governmental Accounting Standards Boards "GASB" and generally accepted accounting principles "GAAP").
- Develop, evaluate, and/or improve fiscal practices and controls in accordance with generally accepted accounting principles.
- Analyze legislative changes as it pertains to areas of responsibility and develops systems and procedures to implement changes as appropriate
- Coordinate, supervise and manage annual audits (i.e., independent financial audits, state audits).
- Prepare or assist in prepare quarterly, monthly, or annual special financial reports or studies
- Prepare staff reports for Finance Committee and City Council.
- Initiate and record interfund transfers and loans.
- Assist in the development, maintenance, and enhancement of computerized information systems for accounting and financial functions; performs financial systems software management, including maintaining financial system software controls, administering accounting aspects of the general ledger software, and serves as resource for departments
- Respond to public information requests related to areas of assignment
- May manage, record, or reconcile various accounting records, including capital assets, grants, internal service funds, and special revenue funds

- Assist department heads and other City staff on technical accounting matters.
- Assist in preparation of City's annual financial reports to County and State Agencies and reports to management.
- Other accounting duties as assigned

Qualifications and Employment Standards

Knowledge of:

- Laws, ordinances, and regulations affecting municipal finance operations
- Governmental accounting and auditing theory, principles and practices and application to a wide variety of accounting transactions, situations, and problems
- Accounting software and general software applications (including Windows, Excel, Word, Outlook, PowerPoint, and government accounting systems)
- Principles and practices of revenue and expenditure forecasting

Ability to:

- Prepare clear, comprehensive, concise written reports and communications as well as complex statistical analyses.
- Accurately and efficiently perform a wide variety of complex accounting tasks.
- Understand, interpret, and apply a variety of laws, regulations, procedures, and other authoritative documents.
- Provide clear and accurate accounting advice to others.
- Effectively supervise the work of junior accounting staff.
- Establish and maintain effective and harmonious working relationships with other staff, managers, elected and appointed officials and the Public.

Required Education, Experience and Licenses:

1. Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or a related field. A Bachelor's Degree in Accounting or Business Administration with a Concentration in accounting or professional certification as a Certified Public Accountant (CPA) is preferable.
2. Three years of professional accounting experience, including at least two years in governmental accounting.
3. A valid California driver's license is required.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal services. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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