

SENIOR ACCOUNTANT

DEFINITION

Under general supervision, performs accounting and auditing work, prepares a variety of complex accounting, statistical, and narrative reports, prepares state and federal reports, assists in the maintenance of the City's accounting system with varied and complex fiscal record-keeping, and maintains the fixed asset program and does related work as required.

SUPERVISION RECEIVED AND EXERCISED

The Senior Accountant receives general supervision from the Assistant City Manager/Director of Administrative Services/Treasurer. Indirectly supervises technical and clerical staff in Finance as assigned.

CLASS CHARACTERISTICS

Senior Accountant is an advanced journey level accounting position. Incumbents exercise detailed subject matter knowledge.

EXAMPLES OF ESSENTIAL 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.

- Performs and provides technical support in the preparation, maintenance, and operation of the administration and accounting functions, including general ledger, payroll, accounts payable, accounts receivable, year-end audit work, and financial reporting.
- Demonstrates a full understanding and ensures compliance with Federal and State laws, as well as City policies and procedures; responsible for writing, implementing, and training employees from other departments on accounting procedures and the use of the accounting software.
- Prepares journal entries and audits and balances general ledger and subsidiary accounting ledgers related to postings from payroll, accounts payable, cash receipts, and accounts receivable according to established accounting policies and procedures.
- Reconciles transactions and account statements; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Audits cash receipts and disbursements; allocates revenue to proper cost accounts.
- Assists in the implementation and update of the accounting and cost system; provides system user training to other staff as required.
- Gathers financial and statistical information and materials for various reports and year-end auditing process; compiles, reconciles, and verifies information and prepares financial, Federal, and State mandated reports.
- Prepares and submits financial reports and other information required by outside agencies, including the County and the State, and special assessment district annual reports of financial transactions to the State Controller, the annual State Streets Report, Federal Employment Survey, and other reports as required.
- Performs fixed asset accounting, including maintaining accurate and up-to-date fixed asset records and providing thorough statistics for capital and operating budgets.
- Assists in the preparation of audit schedules for external auditors and assists the Director of Administrative Services/Treasurer during the annual audit process.
- Closes and balances accounts and reconciles various bank accounts making adjustments due to cancellations and corrections.
- Maintains capital improvement project records, reflecting the accurate year-to-date project costs.
- Develops effective procedures for financial record keeping and accounting systems.

- Makes journal entries to ensure up-to-date and accurate accounting records are maintained.
- Prepares subsidiary ledger activity reports. Keeps accurate balance sheets on all transactions.
- Prepares bank reconciliation and assists with year-end close of City books; provides support documentation, schedules, and reports during the annual audit.
- Keeps current on new regulations and implements new procedures to comply.
- May write and present reports on City finances and accounting to City Council committees (such as the Finance Committee) and to the City Council.
- Assists in the implementation and update of financial software systems and provides system user training to other staff as required.
- Recommends prudent courses of action resulting from research and analysis
- Drafts agendas, notes, and staff reports as assigned, researching topics as needed. Prepares reports of related information.
- Reviews invoices and purchase orders to support request for payments and reconciles discrepancies.
- Gathers financial and statistical information and materials for reports and year-end auditing process.
- Compiles, reconciles, and verifies information and prepares financial, Federal, and State mandated reports.
- Establishes and maintains complete files and records related to assigned function.
- Enters and retrieves information and data using standard word processing, spreadsheet and presentation software, as well as accounting, financial, human resources, property management and other related electronic information systems.
- Prepare written memos, letters, reports, standard operating procedures, policies, and publications for effective communication with internal and external customers.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques used in governmental accounting, public finance administration and budgeting.
- Terminology and practices of financial processing, record keeping, and financial reporting including general ledger, payroll, accounts payable, accounts receivable and year-end audit work.
- Principles and practices of auditing payroll, accounts receivable, and other accounting and finance documents.
- Principles and practices of accounting systems, fund accounting and public agency operating and budgeting
- State and Federal regulations and guidelines as they pertain to municipal finance; municipal taxation and revenue management.
- Terminology and practices of financial processing, record keeping, and financial reporting.
- Principles and practices of preparing and reviewing finance documents.
- Business arithmetic and basic financial and statistical techniques.
- Record keeping principles and procedures.
- Computer equipment and computer applications related to work, including financial systems, word processing, spreadsheet, presentation and database software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Prepare, process, maintain, and reconcile ledgers and journals according to accepted accounting policies and procedures.
- Independently carry out complex accounting and auditing work.
- Compile and analyze financial reports

- Make accurate revenue estimates.
- Prepare clear, comprehensive, and accurate reports and statements.
- Examine and verify financial documents.
- Learn, retain, interpret and apply financial regulations and policies.
- Perform detailed accounting and finance tasks accurately and in a timely manner.
- Handle and prioritize a variety of assignments and meet deadlines.
- Perform detailed and accurate work product in Microsoft Word, Excel, PowerPoint, and Outlook, and financial accounting system(s).
- Correspond with banking institutions, government agencies, and auditors (among others) regarding City financial transactions and reports
- Write clear and concise reports, correspondence, procedures and other written materials.
- Communicate verbally and make public presentations.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with enough speed and accuracy to perform assigned work.
- Organize own work, set priorities, and meet critical time deadlines.
- Coordinate closely with employees and departments to achieve deadlines and project requirements.
- Perform basic statistical analysis and conduct research studies.
- Collect, compile, summarize and maintain accurate records and files.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within 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:

Equivalent to Bachelor's or Master's degree in Business Administration, Finance, Accounting or a related degree and four (4) years of progressively responsible accounting and auditing experience. Training and experience working in governmental and municipal fund accounting is highly desirable.

Licenses and Certifications:

- 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 in work areas 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.

Established: December 11, 2018

Employee Group: Confidential

Status: Confidential, Exempt