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SENIOR ACCOUNTANT

DEFINITION

Under general supervision, performs advanced-level professional accounting and technical support duties related to the planning, organization, and coordination of assigned activities in the Finance Division; ensures internal control of assigned functions; provides responsible technical assistance to the Financial Operations Manager; provides lead direction and guidance to other staff as assigned; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Financial Operations Manager. Exercises technical and function direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the professional accounting series. Incumbents exercise a high degree of discretion and independent judgment in performing the full range of complex departmental accounting and financial reporting programs. Successful performance of the work requires advanced knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Financial Operations Manager in the latter's full management and supervisory authority in planning, organizing, and directing the full scope of accounting and finance operations within the department.

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.

- Serves as lead accountant for general ledger, accounts payable, payroll, utility billing, and accounts receivable; provides general direction on accounting policies and requirements; assists other employees with resolution of complex issues; provides backup support as needed.
- Analyzes, adjusts and maintains general and subsidiary ledgers, registers and other records of initial entry; reconciles manual controls with computer printouts, determines errors and inconsistencies, prepares necessary adjusting entries.
- Audits assigned accounts to check on the propriety, legality, mathematical accuracy, and proper classification of financial transactions.
- Assembles data and prepares a variety of periodic and special reports such as balance sheets, statements of changes in fund balance, statement of appropriations, expenditures, and encumbrances; estimates of anticipated revenues and expenditures; cost accounting reports; bank reconciliation; reports of accounts; reports of accounts receivable outstanding; and grants related reports.
- Manages and coordinates the annual audit process; works with auditors in the preparation of the consolidated annual financial report.

- Prepares complex financial statements and reports, including balance sheets, and supporting schedules for the annual consolidated financial report.
- Provides accounting assistance to other departments and employees.
- Performs studies and analyses of special accounting problems and recommends solutions.
- Assists in the development and maintenance of financial management information systems to ensure conformity to accounting principles and City policy; evaluates current systems and recommends improvements or procedural changes; trains staff in system operations.
- Invests City funds in accordance with adopted financial policies; monitor and predicts cash flow.
- Develops and maintains a cost allocation plan to allocate City administrative/overhead costs among city funds.
- Monitors expenditures, revenues and budget allocations to determine the City's financial status and prepares custom reports, graphs, and schedules as needed.
- Assists with amendments to the annual budget, such as reconciling budget balances with City Council adjustments; prepares Budget to Actual reports; may monitor expenditures to ensure compliance with adopted budget.
- Develops complex computerized spreadsheets for various reports.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Modern principles, practices, and methods of public and governmental accounting, including budgeting tracking and auditing and their application to municipal operations.
- Advanced principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for the division.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Organize, direct, and coordinate the work of assigned professional, administrative, and clerical staff, depending on assignment.
- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Analyze, interpret, summarize, and present financial information and data in an effective manner.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field and five (5) years of responsible professional public accounting experience.

License:

None.

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.