



June 2023
FLSA: EXEMPT

SENIOR ACCOUNTANT

DEFINITION

Under direction, performs a variety of advanced technical and highly responsible accounting work relative to the preparation and maintenance of accounting systems and records, and financial reports; assists and directs accounting support staff with the coordination and organization of the City's accounting operations; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the professional accounting series responsible for performing the most difficult and responsible assignments, projects, analyses, and programs assigned requiring advanced knowledge of the concepts, practices, procedures, and policies of governmental accounting, fund accounting, and fiscal operations. Positions at this level provide technical and functional direction and leadership to assigned staff. Assignments at this level have significant impact on the City's operations. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and/or effectiveness in meeting requirements and expected results. This class is distinguished from the Financial Services Manager and Assistant Finance Director by the latter's full management and supervisory authority in planning, organizing, and directing the full scope of accounting operations within an assigned division.

EXAMPLES OF TYPICAL JOB 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.

- Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs, including the preparation of a wide variety of financial and statistical reports.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Develops and recommends improvements in operations, procedures, policies, or methods.
- Prepares various journal entries, year-end adjusting journal entries, monthly bank reconciliations for all City bank accounts, and various audit schedules, to support the general ledger balances; reviews the general ledgers on a periodic basis to ensure that all financial transactions of the City are recorded accurately and timely and in conformity with sound accounting principles and practices, and City policies and procedures.
- Supervises the City's central payroll system, ensuring a timely and accurate payroll with the ability to control the accuracy of the accounting for labor charges.
- Oversees daily accounting functions, operations, and activities which may include accounts payable and accounts receivable; reviews accuracy of invoice payments to vendors and service providers and

resolves issues with vendors regarding purchase orders, invoices, and payments; prepares related journal entries.

- Participates in the preparation of audit schedules and the compilation of financial records and other data for external auditors.
- Assists in the preparation of a variety of annual reports which may include the State Controllers Report and Successor Agency reports that are required to be submitted to various State and federal agencies.
- Prepares the Annual Comprehensive Financial Report (ACFR); works collaboratively with other City departments to coordinate accounting related activities, prepare and present recommendations and reports as requested, and provide guidance as it relates to accounting and compliance to internal controls.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of accounting; researches emerging products and enhancements and their applicability to City needs.
- Observes and complies with City and mandated health and safety rules, regulations, and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Generally accepted principles, practices, and methods of public and governmental accounting and financing.
- Principles of CalPERS rules and regulations.
- Methods and techniques of accounting and general ledger maintenance.
- Principles and practices of data processing and its applicability to accounting and government agency operations.
- Principles and applications of critical thinking and analysis.
- Principles and practices of business organization and public administration.
- Modern and complex principles and practices of financial record keeping and reporting.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Perform complex accounting work in support of the maintenance of the general accounting, budget, and cost systems of the City.
- Provide specialized or general analysis support in various accounting functions and draw sound conclusions.
- Apply critical thinking and analysis to a broad range of situations including decision-making and problem-solving.
- Prepare journal entries and maintain ledgers.
- Prepare clear, complete, and concise financial statements and reports.

- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general 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 a bachelor's degree in finance, accounting, business administration, or a related field and four (4) years of work experience in accounting and/or financial management; public agency experience is highly desired.

Licenses and Certifications:

- 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 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 up to 25 pounds.

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.