



MARCH 2017
FLSA: EXEMPT

SENIOR ACCOUNTANT

DEFINITION

With general direction, performs a variety of advanced level professional accounting, auditing and statistical work involving the preparing, maintaining, analyzing, verifying, and reconciling financial transactions, statements, records, and reports; performs a variety of grant management and reporting; assists in preparing the year-end audit and schedules; and provides responsible staff assistance to assigned staff; participates in citywide budget development and forecasting; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned manager. Provides direct supervision of the Accountants and assigned Accounting Assistants. May provide technical and functional direction to unassigned Accounting Assistants.

CLASS CHARACTERISTICS

This is a supervisory classification in the Administrative Services Department. Incumbent is able to perform the full scope of duties required. Positions require prior accounting experience and supervisory ability. Incumbents at this level receive only occasional guidance as complex and unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Accountant II in that it is responsible for supervision of lower-level staff.

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.

- Supervises and assists the accounting staff in their daily work; evaluates performance; gives direction as needed; provides guidance on how to improve service and ways to maintain consistency in practices and application of rules and regulations.
- Participates in the selection, training and evaluation of accounting staff.
- Monitors effectiveness and efficiency of the accounting unit.
- Receives and responds to inquiries and requests for assistance regarding division and department projects, policies and procedures.
- Assists with direction of the administration and implementation of the City's financial, auditing, and accounting programs.
- Provides professional and technical guidance and training to Finance Division staff in accounting, payroll, and budget administration.
- Audits internal financial documents and transactions; researches and resolves problems to assure compliance with policies and procedures.
- Manages accounting activities for housing funds.
- Prepares quarterly investment and financial reports by compiling, analyzing, and reconciling.
- Prepares the Comprehensive Annual Financial Report, including GASB 34 conversion entries and other activities to complete the government-wide financial statements and fund financial statements.
- Oversees and participates in reconciliation activities related to the City's bank accounts.
- Administers citywide grant management and reporting financial procedures and accounting practices.

- Performs enterprise fund accounting.
- Maintains assessment district records.
- Analyzes investment portfolio and prepares the quarterly reports on investment.
- Performs internal control auditing of all department revenue and expenditure activities, identifies areas of concern and makes recommendations.
- May perform audits of franchises, business license taxes, and transient occupancy taxes.
- Participates in the preparation of the annual budget, including assisting other departments with budget preparation and providing personnel cost projections.
- Assists in preparing audit schedules for external auditors and during the annual financial audit, single audit, and special audits.
- Performs highly complex financial record-keeping, analysis and reporting of various City programs and projects.
- Assists the Finance and Budget Manager; may function as interim during the manager's absences.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Principles, practices, and methods of public and governmental accounting including GAAP, GASB, and financing, including program budgeting and auditing and their application to operations.
- Principles and practices of supervision and training.
- Methods of effective supervision and related labor laws.
- Accounting cycles and associated reporting requirements.
- General principles and practices of data processing and its applicability to accounting operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to government financial operations.
- Principles and procedures related to budgetary preparation, control, and development.
- Principles and practices of financial analysis, auditing, and reporting.
- Housing loan financial policies, practices and data reporting requirements.
- Retirement plan fiscal practices and data reporting requirements.
- Mathematical principles.
- Principles and procedures of financial record keeping.
- Modern office practices, methods, and computer equipment including specialized software programs relevant to work performed.
- 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

- Perform a diverse range of complex accounting tasks in the analysis and reporting of financial transactions.
- Prepare, examine, analyze and verify, clear, complete, and concise financial documents and reports.
- Analyze financial data and draw sound conclusions.
- Perform complex mathematical calculations.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

- Organize, schedule and set workload priorities for the accounting staff to meet critical time deadlines.
- Supervise, train, and evaluate accounting personnel.
- Operate modern office equipment including computer equipment and specialized software programs relevant to work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Develop and utilize a variety of filing, record-keeping, control, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in meetings with management personnel, public officials, other employees, and the public.
- 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 graduation from an accredited four-year college or university with major work in accounting, or a closely-related field.
- Five (5) years of increasingly responsible experience in governmental accounting work with at least one year of supervisory experience.

LICENSES AND CERTIFICATIONS

- Possession of a valid California driver license and a satisfactory driving record.

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 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 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.