



SENIOR ACCOUNTANT

DEFINITION

Under general direction, the Senior Accountant performs and supervises professional accounting and auditing work of staff responsible for providing financial accounting and record-keeping in connection with general ledger, budget preparation, and budgetary control, purchasing activities, payroll; and performs a variety of professional accounting tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Deputy Finance Director. Responsibilities may include direct and indirect supervision of technical and clerical personnel.

ESSENTIAL AND IMPORTANT DUTIES

AN EMPLOYEE IN THIS POSITION MAY BE CALLED UPON TO DO ANY OR ALL OF THE FOLLOWING ESSENTIAL DUTIES:

- Supervises and/or participates in various financial and accounting activities within the Finance Department, including posting, balancing, and reconciliation of General Ledger and subsidiary accounts and City bank accounts.
- Performs complex and difficult accounting work, including the related monitoring of personal deadlines and the deadlines of others to ensure adherence to quality and timely work products.
- Performs as a project manager for complex financial systems implementation and serves as a liaison to Finance staff and other departments in the implementation of all financial modules for the Financial Enterprise Resource Planning (ERP) system
- Participates in fiscal and accounting work in connection with budget preparation, purchasing activities, and payroll analysis.
- Processing and pre-auditing accounting documents and transactions in conformance with established procedures and controls.
- Prepares work papers, financial statements and various reports for internal accounting and for Federal, State and other outside agencies.



EXHIBIT A

- Reviews, reconciles and audits accounting records of receipts, disbursements and encumbrances to ensure fiscal accuracy and control.
- Delegates, plans, directs, and assigns accounting work to lower-level staff. May be required to train, coach, monitor and evaluate staff performance.
- Assists with fiscal year-end closing, prepares bank reconciliation, and prepares quarterly and annual financial reports.
- Makes journal entries and keeps balance sheets on all transactions to ensure the maintenance of accurate accounting records.
- Monitors and reports on the status of State and Federal grants; reviews and audits grant contracts, amendments and other documents to ensure grant compliance.
- Performs fixed assets accounting, monitors and maintains accurate and up-to-date records on City's fixed assets.
- Prepares investment activity summary and quarterly treasurer's reports.
- Analyzes, recommends improvements, develops, and implements fiscal policies, procedures, and internal controls and re-aligns business practices with technology.
- Maintains and researches current knowledge of applicable ordinances, rules, regulations, and policies. Clearly presents and interprets reports to financial and non-financial managers, co-workers, and clients.
- Assists in coordinating, designing, developing and maintaining data extracts, reports and interfaces.
- Maintains effective working relationships with all levels of staff and the public.
- Perform related duties as assigned.



EMPLOYMENT STANDARDS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to qualify is:

Education and Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting or business administration or related field, and

Experience:

Four (4) years of recent, progressively responsible experience in the field of professional accounting and auditing. Supervisory experience is desirable.

Experience in a public agency or governmental accounting experience is highly desirable.

Certification:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Knowledge of:

- Generally accepted accounting principles (GAAP) and basic principles, practices, and procedures of Accounting as applied to Governmental Accounting Standards (GASB).
- Principles, practices, methods, procedures, and techniques used in governmental accounting, financial administration, and budgeting.
- Application of data processing to accounting and financial management. Budget preparation and administration, auditing, preparation of financial statements, basic billing and collection procedures, grant and fund accounting, and record-keeping.
- Modern office practices, procedures, methods, and equipment, including computer systems and applicable software.
- Principles of supervision, training, and performance evaluation.
- Federal and State grant regulations and guidelines.



EXHIBIT A

Skills:

- Operate standard office equipment, including a computer and a variety of word processing and software applications, including financial and accounting programs.
- Prepare, examine and verify financial documents, reports, and transactions
- Prepare a variety of financial statements, reports and analyses

Abilities:

- Plan, assign, supervise and coordinate the work of accounting staff.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Read, interpret and record data accurately
- Analyze complex issues and prepare clear and comprehensive financial reports and statements.
- Interpret, explain, and apply applicable laws, codes, and regulations.
- Communicate clearly both orally and in writing and follow written and oral directions
- Work independently and as part of a team, making sound decisions within established guidelines.

Physical Demands:

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of duties.

Status: Exempt, limited two-year term

Approved: July 11, 2022

Bargaining Unit: Unrepresented Management "At Will" status **Compensation:**

\$8,925 - \$11,131