



SENIOR ACCOUNTANT

DEFINITION

Under general supervision, plans, organizes, and performs professional accounting duties in the preparation, maintenance, and processing of accounting and financial transactions, general accounting, budgeting, and financial reporting in accordance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards; develops and implements fiscal policies, procedures, and internal controls; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director of Finance or Director of Finance. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Accountant series responsible for planning, organizing, and performing the most complex professional accounting duties. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgement. Positions in the classification rely on experience and judgement to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Assistant Finance Director in that the latter is responsible for managing all financial operations.

EXAMPLES OF ESSENTIAL 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 technical and functional direction and training to assigned staff; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure work is performed in accordance with applicable GAAP, Governmental Accounting Standards Board (GASB), and related federal, state, and local laws, rules, regulations, ordinances, and Town policies and procedures.
- Analyzes, develops, and implements fiscal policies, procedures, and internal controls; recommends process improvements; ensures the integration and alignment of technology and business practices.

- Provides complex professional and technical assistance in the administration and implementation of the Town's financial, auditing, and accounting programs, including financial reporting, budget preparation and monitoring, and audit preparation.
- Analyzes financial data and reviews, prepares, and reconciles a wide variety of financial reports and statements; assists with year-end closing, audits, and financial reports.
- Analyzes, reconciles, and audits accounting records of receipts, disbursements, and encumbrances, verifying availability of funds and classification of expenditures, and ensuring fiscal accuracy and control; researches and analyzes transactions to resolve problems; prepares monthly and year-end journal vouchers for a wide variety of financial programs.
- Assists in coordinating, designing, developing, and maintaining financial information system including data extracts, tables, reports, and interfaces.
- Assists with process development and improvement; develops and implements fiscal policies, procedures, and internal controls; and aligns business practices with technology.
- Researches and stays current on applicable federal, state, and local laws, rules and regulations and implements the necessary changes into the processes.
- Researches and responds to a variety of customer, vendor, and staff questions and complaints in person and over the telephone; researches and resolves problems; makes appropriate adjustments to accounts.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing technical and functional direction and training.
- Advanced principles, practices, and methods of public and governmental accounting and financing, including budgeting, auditing, financial reporting, utility billing, payroll, and internal controls.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Recent developments, current literature, and sources of information related to municipal accounting and finance programs.
- Applicable federal, state, and local laws, regulatory codes, ordinances, procedures, and reporting requirements relevant to payroll, utility billing, and municipal accounting and financial operations.
- Practices of researching accounting and finance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective financial and statistical reports.
- Record keeping principles and procedures.
- Technical report writing and preparation of correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town 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, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper work procedures.
- Administer complex, technical, and professional accounting and finance programs, projects, and activities in an independent and cooperative manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently research accounting and finance issues, evaluate alternatives, make sound recommendations, and prepare and present effective financial and statistical reports.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic and statistical computations.
- Establish and maintain accurate databases, records, and files.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, 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.
- 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 accounting, business administration, finance, or related and four (4) years of increasingly responsible experience in general accounting.

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, 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 15 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.