

CLASS SPECIFICATION
Senior Accountant

GENERAL PURPOSE

Under direction, performs a full range of complex, professional accounting and financial analysis in the preparation and maintenance of the City's financial records, reports and systems; provides a basis for sound operational and financial planning through financial review, analysis, monitoring, reconciliation and maintenance of assigned financial accounts, programs and activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Accountant is the advanced professional journey-level classification of the finance/accounting job family that serves as an experienced resource to City managers and staff. This class performs professional accounting and financial work ranging from moderate difficulty to complex. Assignments require the use of professional judgment and a thorough knowledge of accounting principles and financial management practices.

A Senior Accountant may be assigned lead responsibility for cross-functional projects and may guide the work of lower-level professional and technical accounting staff.

Senior Accountant is distinguished from Accountant in that employees in the former class perform more complex accounting and analyses of greater significance and impact on the operations and management of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs complex and technical accounting work in the maintenance and analysis of records of revenues, expenditures and special program/project funds; prepares analyses, schedules, summaries, journal entries and reconciliations to produce accurate periodic financial reports in accordance with GAAP; reviews and reconciles monthly bank statements and cash receipts to the general ledger; analyzes cost data and prepares project accounting reports; reconciles postings to source documents; audits and processes a variety of accounting documents; reviews, edits and approves purchase orders and direct pay requests.
2. Prepares budget analyses, revenue and expenditure projections, long-range fiscal plans and supporting schedules; monitors and reports on budget and revenue account status; reviews and processes requests for budget adjustments; assists in reviewing budget figures and compiling budget data and information; prepares multi-year cash flow analysis; develops databases and analyzes financial information; answers questions and compiles special reports for departmental use in budget

tracking and reporting; drafts, reviews and revises budget issue papers and staff reports; prepares budget presentations.

3. Performs the more technical and complex accounting work in the administration and maintenance of special fund accounts and contracts; balances and reconciles expenditures against invoices; calculates and prepares various tax reports; monitors and prepares periodic reports on special funds and expenditures; develops and maintains debt schedules; generates annual invoices, tracks payments and initiate payments to bondholders; initiates draw-downs of federal grant monies to reimburse City departments and prepares drawdown reconciliation reports; administers accounting records for special fund obligations and indebtedness; conducts special expenditure analyses and audits to ensure full reimbursement of City costs in connection with special fund expenditures.
4. Prepares or assures the preparation of a variety of accounting and other statistical and narrative reports/statements required by federal, state and local agencies and management; assures that funds are budgeted, controlled, accounted for, reconciled and audited according to acceptable accounting practices and legal requirements; reviews financial transactions to assure conformance to City, county, state and federal policies, rules, regulations and codes; develops financial information for department and City annual reports.
5. Coordinates and assists with annual and special audits; prepares audit schedules; analyzes, reconciles and prepares revenue and expenditure accounts and prepares year-end adjusting entries, accruals and closing entries.

OTHER DUTIES

1. Provides guidance to other accounting support staff in performing accounting entries; works directly with staff from other departments to resolve technical accounting issues and problems.
2. Performs special studies, analyses and projects as assigned.
3. Evaluates City operating policies, procedures, ordinances and agreements as needed; interprets and applies state and federal policies, procedures, laws and regulations and makes recommendations as to their application to City functions.
4. Assists with general ledger maintenance and monthly closing of books.
5. Prepares, maintains and monitors Community Facilities District levies; calculates and analyzes RDA tax increment and supplemental taxes for debt service.
6. Performs cash box audits of petty cash accounts.
7. Audits payroll entries for conformity with technical requirements.
8. Prepares Diesel Fuel tax return on a quarterly and annual basis.

QUALIFICATIONS

Knowledge of:

1. Theory, principles and practices of general, fund and governmental accounting, including internal control.
2. City policies and procedures for cash control, accounts payable processing and payroll reporting.

3. Internal control and audit principles and practices.
4. Accounting Standards and requirements applicable to City operations and funding sources.
5. Methods, practices, documents and terminology used in financial recordkeeping.
6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
7. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
8. The operations and requirements of the City's automated general ledger system.
9. The uses of spreadsheets and other standard financial and business software.
10. Standard office procedures and practices.

Ability to:

1. Operate a computer and utilize advanced functions of spreadsheet and other standard financial and business software.
2. Analyze and make sound recommendations on complex financial data and operations.
3. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
4. Plan and evaluate financial systems and practices and make sound recommendations for improvement.
5. Understand, interpret, explain and apply City, local, state and federal laws and regulations governing City financial accounting, reporting and recordkeeping.
6. Perform complicated mathematical calculations and analyses.
7. Prepare clear, concise and comprehensive financial statements, reports and other written materials.
8. Communicate clearly and effectively, both orally and in writing.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with all levels of City management, employees, representatives of other governmental agencies, special fund administrators and others encountered in the course of work.

Education, Training and Experience:

A bachelor's degree in accounting, finance, business administration or a closely related field. A minimum of four years of progressively responsible professional accounting experience, preferably in a City or governmental agency.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of City management, employees, representatives of other governmental agencies, special fund administrators and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.