



Senior Accountant

SUMMARY

Under general direction, performs professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to Town staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the Town's annual and mid-year budgets; prepares year-end audit reports and schedules; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Finance. May exercise technical and functional direction over and provide training to lower-level accounting staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. 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. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Examines and corrects accounting transactions to ensure accuracy; prepares journal entries and reconciles general ledger and subsidiary accounts.
- Assists in preparation of quarterly and annual financial statements and footnotes; prepares numerous financial reports.
- Analyzes and reconciles expenditure and revenue accounts, including verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Assists in preparing audit schedules for external auditors and assists the Assistant Finance Director during the annual auditing process.
- Processes and reconciles revenues, expenditures, and technical transactions in compliance with all applicable Federal, State, and local laws, rules, regulations, and ordinances.
- Performs complex accounting and financial calculations and analysis.
- Provides professional and technical guidance and training to Department staff in accounting, payroll, and budget administration.
- Prepares comprehensive financial and payroll activity studies, statistics, statements, and reports.
- Researches and analyzes technical transactions to resolve questions and validate data; assures fiscal accountability and fund integrity for transactions and supporting documentation.
- Coordinates technical and financial information and communications between the department, other departments, and external agencies regarding allocations and accounting issues.
- Recommends, interprets, and implements accounting policy and internal control procedures.
- Troubleshoots and resolves problems with the Town's computerized financial system.
- Assists management with special projects as required.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the professional accounting series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex departmental accounting and record-keeping programs. Successful

performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from Assistant Finance Director by the latter's full management and supervisory authority in planning, organizing, and directing the full scope of operations within the Department.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field, and four (4) years of professional governmental accounting and auditing experience

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Knowledge of:

- Principles and practices of governmental accounting and public finance administration and budgeting, auditing, and reconciliation; municipal taxation and revenue management.
- Practices and techniques of automated and manual financial and accounting document processing and record keeping.
- Financial research and report preparation techniques.
- General principles of risk management related to the functions of the assigned area.
- Applicable Federal, State, and laws, codes, regulations, and guidelines as they pertain to municipal finance.
- Records management principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and Town staff, in person and over the telephone.

Ability to:

- Perform difficult, professional, and technical accounting and financial support work accurately and in a timely manner.
- Maintain accurate financial accounting records for special accounts and projects and prepare clear and accurate reports for informational, auditing, and operational use.
- Reconcile accounts, records, reports, and journals.
- Prepare financial and/or auditor statements, schedules, and reports.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Review and verify accuracy of data.
- Analyze financial data and draw sound conclusions.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
- Train other staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies or methods.
- Analyze situations accurately and develop effective course of action.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.

- Prepare clear, complete, and concise financial statements and reports.
- Establish and maintain a variety of files and records.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; 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 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, typewriter 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 necessary to perform job functions.

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.

*FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.