



Senior Accountant

Summary

Apply principles of accounting to analyze financial information and prepare financial reports.

Class Characteristics

General supervision is provided by the Accounting Manager; responsibilities may include direct or indirect supervision of lower level professional, technical, and clerical personnel.

This is the full journey level class in a professional accounting series. A Senior Accountant is expected to perform the full range of professional accounting work in the City. Incumbents are expected to have a thorough knowledge of accounting systems and procedures and the ability to exercise independent judgment and analytical skills within established systems and procedures.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Compile reports for certain asset liabilities such as cash assets, trustee assets, notes receivable, payroll, and deferred revenue.

Review accounting data and assure that is properly classified in accordance with governmental accounting standards.

Grant accountant for City.

Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, documenting municipal transactions.

Examine contracts, orders, vouchers, and reports to substantiate individual transactions prior to settlement.

Install, modify, and document implementation of accounting systems and accounting control procedures.

Devise and implement systems for general accounting.

Assist the Accounting Manager in planning, organizing, staffing, directing and controlling, the work of support staff including the monitoring, evaluation, and revision of work assignments.

Skills/Abilities:

Prepare complex financial and statistical reports; maintain and reconcile financial transactions records, ledgers, and journals. Understand transactions and relationships among accounting documents; detect fiscal record keeping errors rapidly and efficiently.

Write reports, business correspondence, documentation, and effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Perform detailed numerical work with speed and accuracy.

Comprehend and draw inferences from written material, analyze problems, gather relevant information and recommend corrective action; perform multiple tasks under deadline pressure; organize and prioritize work to meet deadlines.

Work independently with minimal supervision, utilizing sound judgment in the course of work.

Operate a standard computer with working knowledge of analytical spreadsheets, standard office software and equipment, including Microsoft Excel and 10-key calculator.

Prepare a variety of financial documents, reports and analyses with supporting statistics and data. Examine and verify financial documents and reports.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell; stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Accepted principles, techniques, practices of governmental accounting, fund accounting, auditing, and fiscal management; of accounting systems and data processing interrelationships.

Laws relating to public finance and fiscal operations; and of modern office methods, procedures, and equipment.

Ability to skillfully analyze, understand, explain, and apply accounting and auditing principles, techniques, and procedures in the work performed

Ability to rapidly analyze financial data and draw sound conclusions; to prepare clear, complete, concise reports; to communicate effectively orally and in writing; to work with minimal supervision; and to establish and maintain cooperative relationships with those contacted in the course of work.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major work in accounting or closely related field.

Experience:

Sufficient years of professional accounting experience that demonstrates possession of the required knowledge and abilities. Two years of local governmental accounting is highly desirable.

Certificates/Licenses:

Possession of a valid California Class C driver's license

A CPA license is highly desirable.

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