



**Range:** SG-15  
**FLSA Status:** Exempt  
**Date:** June 9, 2014

## **SENIOR ACCOUNTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Ensure accounting, accounts payable, grant administration, capital assets, cash management and financial reports are performed in an accurate and timely manner. Work closely with other City personnel and outside agencies to ensure policies and procedures are being followed. Prepare information for auditors, administer grants, and assist in budget development and implementation.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Financial Services Director.

Exercises direct supervision over professional, technical, and clerical staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Processes accounting work by creating and posting journal entries to general ledger based on supporting documentation, preparing tax reports, reconciling bank statements, compiling financial statements, approving requisitions, and making accounts payable check runs.
2. Assists with grant administration by preparing reimbursement requests and financial reports, tracking spending, performing analyses of grant revenues and expenditures, and working closely with employees, outside agencies and auditors to help ensure compliance with state and federal laws and regulations.
3. Assists in analysis and problem solving by reconciling the general ledger, reviewing and developing accounting and internal control policies, perform petty cash audits, assisting in special projects, performing budget analysis and providing recommendations.
4. Supervises accounting, payroll, and accounts payable by setting schedules, deadlines and allocating personnel and material resources and assists in training.
5. Reconciles and audits financial information by preparing subsidiary schedules for general ledger and reviews the general ledger for unusual postings and transactions.
6. Monitors the City's electronic payments and check disbursements for compliance with policies and procedures, internal controls, and accounting distribution.
7. Processes and approves accounts payable expenditures within established guidelines.

8. Prepares, submits, and reviews a variety of reports, reconciliations, and statements to and from internal departments, financial institutions, and federal agencies.
9. Assists in preparing and implementing accounting related policies and procedures; makes recommendations and/or updates existing accounting policy and procedure manuals.
10. Participates in the implementation of upgrades, additions, and changes in automated financial software.
11. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
12. Manages and participates in the development and administration of the Finance Department budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; directs the preparation of and implements budgetary adjustments as necessary.
13. Assists in coordinating annual budget process; compiles budget requests and verifies accuracy and completeness of information.
14. Coordinates Finance Department activities with those of other departments and outside agencies and organizations; prepares and presents staff reports and other necessary correspondence; provide financial support and assistance to City departments.
15. Provides responsible staff assistance to the Director of Financial Services; prepares and presents staff reports and other related correspondence.
16. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to payroll, accounts payable, accounts receivable, and general ledger programs, policies, and procedures as appropriate.
17. Performs website content function within assigned role.
18. Maintains regular attendance and punctuality.
19. Responds to and resolves difficult and sensitive inquiries and complaints with courtesy and tact.
20. Establishes and maintains cooperative work relationships with those contacted in the course of work.
21. Performs related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of a comprehensive finance program
- Principles and methods of finance administration, particularly in the areas of accounting, budgeting, and auditing
- Accounting theory, generally accepted principles and practices, and applications
- Principles and practices of municipal finance and personnel management
- Financial statement preparation methods
- Governmental Accounting Standards Board (GASB) pronouncements
- Asset capitalization standards and depreciation
- Account reconciliation practices, procedures, and techniques
- Journal entry preparation
- Generally Accepted Accounting Principles (GAAP)
- Generally Accepted Auditing Standards (GAAS)
- Applicable federal, state, and local laws, rules, and regulations
- Automated financial management software packages
- Principles and practices of labor relations and personnel administration

- Approved principles and standard practices of centralized, budgetary and accrual accounting, and treasury management
- Modern office practices, procedures, methods, and equipment
- Pertinent federal, state, and local laws, codes and regulations including laws regulating the financial administration of City government
- Program analyses and revenue forecasting
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Modern and complex principles and practices of program development and administration
- Advanced principles and practices of municipal budget preparation and administration
- Advanced governmental accounting principles and practices
- Financial research and report preparation methods and techniques
- Principles of supervision, training and performance evaluation

**Ability to:**

- Prepare journal entries
- Enter information into databases and/or spreadsheets
- Record, analyze, verify, reconcile, and report accounting transactions
- Prepare accounting statements and reports
- Maintain records
- Solve problems
- Research discrepancies
- Handle multiple tasks simultaneously
- Prepare a variety of accounting statements and/or tax returns
- Analyze and evaluate complex accounting and/or auditing situations
- Apply accounting procedures and principles
- Interpret and apply applicable laws, rules, and regulations
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Write memos, reports, email document procedures and prepare recommendations of procedural changes
- Work cooperatively with other City employees and the public
- Analyze and interpret fiscal and accounting records
- Produce documents written in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Perform a broad range of supervisory responsibility over others
- Communicate orally in the English language with other City employees, customers, consultants, and the public in a face-to-face, one-on-one or group setting and by telephone
- Enter data or information into a computer terminal, personnel computer, or other keyboard device for various business-related computer applications
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees
- Select, supervise, train, and evaluate assigned staff
- Allocate limited resources in a cost effective manner
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

- Research, analyze, and evaluate new service delivery methods, procedures and techniques
- Develop and install sound accounting and related financial systems and procedures
- Interpret and apply federal, state and local policies, procedures, laws and regulations
- Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public, and media representatives
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree in Accounting or closely related field. Any equivalent combination of training and experience that provides the required knowledge, skills and abilities may qualify.

A minimum of four years of experience as an accountant, preferably in a municipal or government setting, including at least three years of administrative and supervisory responsibility.

### **Physical Demands**

The physical 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 disabilities to perform the essential functions.

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involving sitting most of the time.