



## Senior Accountant

### Definition

To perform professional accounting work requiring an advanced knowledge of governmental accounting systems, practices and principles; to record and report financial transactions, review accounting records, and prepare financial reports and analyses; to plan, coordinate and supervise major accounting functional areas, such as accounts payable, accounts receivables, and business licensing; to prepare financial statements; and to complete complex assignments related to general ledger, yearend close and audit, and budget maintenance as required.

### Class Characteristics

This is the advanced journey level classification. Positions in this class differ from those in the immediately lower class of Accountant II by the size, diversity, and complexity of the assigned accounting area and by supervisory responsibilities over the Accountant and Accounting Technician.

### Supervision Received and Exercised

Receives direction from the Finance Manager. May exercise direct supervision over Accountant, Accounting Technician, and Account Clerks.

### Typical Job Functions

*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.*

Establish and maintain a variety of ledgers and other financial documents.

Supervise and evaluate the work of subordinate professional, technical, and clerical personnel.

Assist with budget preparation.

Prepare and submit reports, claims, and other financial information for internal and other governmental agency use, including preparation of the annual financial statement, State Controller Reports, and claim statements for State mandated costs.

Perform comprehensive financial studies and analyses, as directed.

Formulate expenditures, revenue, and other financial projections.

Issue correcting and adjusting journal vouchers; audit journal vouchers issued by staff.

Interpret and implement policies and regulations relating to financial record keeping systems.

Provide technical accounting and financial support to other sections of the Finance Department.

Initiate payments to paying agents for City bonds.

Serve as the primary liaison with external auditors.

### **Qualifications**

#### **Knowledge of:**

Generally accepted accounting principles, practices and procedures.

Governmental and cost accounting advanced concepts, such as GASB and industry best practices.

Principles of training and supervision.

Application of data processing to accounting and financial management.

Budget preparation and administration.

#### **Ability to:**

Plan, assign, supervise and coordinate the work of accounting staff.

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

Establish and maintain financial records, procedures and systems.

Prepare clear and comprehensive financial reports and statements.

Interpret and implement financial policies and regulations.

Analyze and evaluate financial data and fiscal operations, and recommend and implement improvements.

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

### **Education and Experience**

Four years of recent, progressively responsible experience in the field of professional Accounting. Equivalent to a Bachelors Degree from an accredited college or university in Accounting, Business Administration, or related field. Certified Public Accountant is highly desirable. Supervisory experience is desirable.

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