

SENIOR ACCOUNTANT

DEFINITION

Under general direction, prepares various annual financial statements and reports.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Coordinates audit service requirements and provides assistance to external auditors. Provides assistance to the Accounting Manager in CAFR preparation in compliance with GASB 34. Assists in annual budget preparation and sets up appropriate budget accounts each fiscal year. Monitors programs and expenditures. Reviews, analyzes and reconciles the fiscal operations of departments, grant funds, and loan programs, and provides appropriate recommendations to officials. Supervises, schedules and directs activities of assigned para-professional personnel. Performs other related functions as assigned.

DISTINGUISHING FEATRUES OF THE CLASS:

This class is distinguished from the Accountant II by its responsibility for the entire accounting function of an agency or grant program with complex revenues and disbursements. Work involves considerable knowledge of governmental fund accounting, and preparation of various annual reports and financial statements.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and experience equivalent to graduation from a four-year college or university with a degree in Accounting, Finance (or related field supplemented by eighteen semester units of accounting), and three years of progressively responsible professional accounting experience; or any equivalent combination of training and experience which provides the following knowledge, skills, and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: accounting theory, principles, and practices; cost accounting; municipal accounting and revenue sources; applicable laws, regulations, procedures, and processes governing the receipt and expenditure of municipal monies.

Skill in: the utilization of financial computer application packages.

Ability to: apply professional accounting principles, maintain a complex set of fiscal and accounting records; prepare complete and accurate reports; write regular and special reports; perform detail work involving written or numeric data and to make arithmetic calculations rapidly and accurately; establish and maintain effective working relationships with other employees and public; instruct and supervise assigned personnel.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers in this classification are well-organized, and detail oriented. They enjoy analyzing a variety of information and data in order to identify problems and recommend solutions.

These self-starters must be perceptive, action oriented, recognize impact, set priorities and serve as a resource to other city staff including other members of the Accounting and Budget Division.

Class title established per Council Resolution No. 88-26,

Senior Accountant
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