

#### SENIOR ACCOUNTANT

#### **DEFINITION**

Plan, coordinate and supervise the activities of the Accounting division and perform professional accounting duties.

### SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Finance Director or his/her designee. Responsibilities include direct and indirect supervision of professional, technical, and clerical staff. Exercises discretion and independent judgment with respect to assigned duties.

#### **EXAMPLES OF DUTIES:**

The following are typical duties performed by the position, not an all-inclusive or limiting list:

### **ESSENTIAL JOB DUTIES**

Supervise assigned accounting operations. Supervise and conduct transactional accounting to include accounts payable and receivable and payroll. Develop, monitor, and review complex financial calculations and reports. Perform month-end reconciliations including accounts payable and receivable analysis, payroll and benefits, and associated general ledger entries. Manage accounting/fiscal service delivery to City departments/programs. Establish financial controls and accounting systems for new programs/functions. Perform daily reviews of expenses and posting to the general ledger. Make recommendations for corrections or budget transfers when needed. Prepare forecasts, projections, trends, revenue and cost analyses. Prepare department Prepare databases expense trend analysis. to house report generation. Analyze City labor and fringe expenses to forecast future expenses annually. Prepare City Council and committee presentations. Monitor anomalies with expenses or revenues. Prepare financial reports for division and department heads. Analyze data and make recommendations for solutions. Review monthly operating expenditure reports. Perform daily reviews of expenses and posting to the general ledger. Manage the pension and post-retirement medical benefit operations. Review internal and external pension and post-retirement medical benefit costs, performance, and investments. Review external financial markets and economic climate. Conduct pension and post-retirement medical benefit quarterly reporting and various actuarial and asset allocation, and investment policy studies. Daily planning, administration, and management of treasury operations including cash management, banking, debt, and investments ensuring operational compliance with established City guidelines. Maintain City investment policy to ensure compliance with federal, state and local rules, regulations, and guidelines. Maintain external relationships with banks, brokers, and various investment product specialists. Update the City's investment policy annually identifying appropriate new investment opportunities and considerations. Hire, supervise, train, motivate, evaluate, counsel, and discipline subordinate staff. Regular and consistent attendance.

### OTHER JOB FUNCTIONS

Identify, establish, and execute department plans and polices. Participate in preparing department personnel utilization plans and budgets. Participate in the implementation of department and inter-departmental systems, programs, or processes. Provide recommendations to promote financial and operational compliance. Participate in sensitive, technical, and special projects. Participate in internal and external reporting and audit requirements. Research, analyze, and implement federal, state, local rules, and regulations. Establish, modify, and implement accounting procedures. Review technical documentation for the implementation of projects. Attend meetings for discussions of project progress. Analyze project budget to funding forecasting. Maintain data files. Serves as Assistant Finance Director, as assigned. Perform related duties as assigned.

#### **QUALIFICATIONS**

### Knowledge of:

Principles and practices of governmental accounting methods (GAAP, FASB, and GASB). Federal, state, and local financial regulations, rules, and guidelines as it relates to public agencies. Leadership practices, conflict resolution, and mentoring principles. Managerial accounting and financial practices as it relates to public agencies. Accounting, finance, legal, and budgeting/forecasting processes. Financial markets and global economic climate. Supervisory and management methods. General business, finance, accounting, and governmental funding principles. Common word processing and spreadsheet software and database applications. Accounting or operations software functionality.

## Ability to:

Establish effective working relationships. Deal with difficult people and situations. Develop complex reports and analyses using database and other tools. Communicate effectively, both orally, and in writing. Organize information clearly and precisely. Coordinate and work with other departments. Coordinate the timing of projects. Work under time constraints due to cyclical nature of duties and responsibilities. Supervise and manage staff. Think critically and solve problems.

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# **Minimum Education and Experience**

# **Education**:

Bachelor's Degree from an accredited college or university with major work in Accounting, Public or Business Administration, Finance, or a closely related field.

## **Experience:**

Four years of increasingly responsible experience in accounting, finance, or a closely related field with two years in a supervisory capacity.

# **License or Certificate**

Possession of a valid California Driver's License. CPA is highly desirable.

Council Action: September 18, 2007