



Office of Human Resources
Accountant Senior - CV2021
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General Statement of Duties

Performs full performance professional level accounting work, processes financial transactions, prepares financial records and reports, and guides management through financial decision making to ensure compliance with fiscal rules and policies in accordance with Generally Accepted Accounting Principles.

Distinguishing Characteristics

The Senior Accountant performs some of the major duties or responsibilities described within the essential duties section of this job description and performs various elements within those major duties and responsibilities, but the Senior Accountant may not perform all of the essential duties outlined below as this is a citywide classification, which encompasses a wide range of work.

The Senior Accountant performs complex and specialized accounting functions in servicing and supporting an agency or department, or may service and support multiple client groups outside of the organization, or conducts special projects with citywide impact.

The Senior Accountant is distinguished from the Associate Accountant, which performs routine accounting work and assignments; and, is distinguished from the Accounting Supervisor, which performs professional level supervision over professional accounting and support staff.

The following definitions are meant to assist in distinguishing between the three core concepts of accounting, budgeting, and finance, which are as follows:

- Accounting: Tracks, records, and reconciles financial transactions to ensure consistency and compliance with fiscal rules, and creates reports for historical records, audits, and the evaluation of financial processes and transactions.
- Budgeting: Tracks, monitors, and projects expenditures, allocates funds, oversees assets, and prepares justifications and reports with regard to a specific organizational budget and associated business needs.
- Finance: Researches, analyzes, calculates, and compiles financial data, prepares reports for business decision making, determines best use of financial resources, which includes determining interest rates, investments, and managing cash and debt.

Essential Duties

Monitors and tracks expenditures and revenues, analyzes financial performance, prepares financial reports, forecasts expenditures, guides management in fiscal compliance and analytical planning, and anticipates potential problems.

Manages specific contract accounts for accounts payable and accounts receivable, reviews and approves invoices for payment, ensures contract rates and terms are accurate, prepares journal vouchers and posts payments or draw-downs of accounts, and creates and maintains account spreadsheets.

Supports complex agency and department purchasing activities involving multiple accounts or excessive costs, ensures assets are received and accounted for on master inventory list, and analyzes purchasing transactions and functions.

Prepares customized accounting reports, spreadsheets, and financial statements, researches and compiles data, creates quarterly and annual reports, and assists client groups with data submissions and compliance reporting.

Manages and oversees grant processes for client groups, reviews grant applications and terms for financial impacts to the City, audits grant records and transactions, researches and analyzes expenditures and revenues, creates annual grant reports, and closes out grants within financial systems.

Reconciles complex discrepancies with regard to journal and accounting transactions, reviews, researches, and analyzes reporting errors, creates reports and compiles supporting documents for corrections within accounting systems, and guides management through corrective actions.

Conducts special projects with regard to financial transactions, researches and analyzes accounting issues, performs complex financial calculations, and creates reports and compiles supporting documents for management review.

Performs complex audits of financial records and transactions, reviews and matches records and statements to ensure accuracy within accounting systems, identifies and researches discrepancies, resolves or makes recommendations for corrective actions, creates audit reports, and works with external auditors to support annual audit process.

Oversees and maintains inventory master list, identifies and records capital assets such as equipment, vehicles, structures, and retail concessions, ensures physical descriptions match records, compiles supporting documentation, and ensures assets are properly depreciated within accounting systems.

Ensures compliance and maintains fiscal accountability with regard to rules, regulations, standards, policies, and procedures in accordance with Generally Accepted Accounting Principles.

Works with stakeholders both internal and external to the City, respond to inquiries, provides specialized and complex information and assistance with regard to specific accounting transactions, and works with client groups to resolve accounting discrepancies and guide decision making.

By position, prepares the City's Annual Financial Report, which includes preparing various financial statements such as balance sheets, revenue and cash flow statements, net position and activity statements, preparing workpapers on capital assets, investments and debt positions, preparing supplemental and statistical schedules, researching, compiling and calculating financial data, working directly with external auditors to provide information and reports, work with client groups to ensure financial statement and activities are accurate, and revises prior year's posted accruals for publication of the report.

By position, Reviews and strengthens internal financial controls and ensures controls are in alignment with the Committee of Sponsoring Organizations' guidelines and framework, which includes designing and implement internal controls, establishing criteria for the evaluation of processes to identify deficiencies and risks, and recommending and implementing corrective actions to ensure compliance with fiscal rules and policies.

By position, performs debt accounting and reporting activities, which includes maintaining financial systems and records with regard to bonds and certified lease transactions and records, researching and reviewing related journal entries within the general ledger, working with consultants to ensure compliance with arbitrage regulations, ensuring records and supporting documents are maintained, and trains staff on financial systems and processes.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Financial Management - Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Manages and Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Mathematical Reasoning - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Knowledge & Skills

None

Level of Supervision Exercised

By position, supervises clerical and technical level accounting staff.

By position, performs lead work.

Education Requirement

Bachelor's Degree in Accounting, Finance, or Business Administration.

Experience Requirement

Three (3) years of professional level accounting experience reconciling accounting discrepancies, analyzing expenditures, and preparing financial reports.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

None

Working Environment

Subject to many interruptions.
Pressure due to multiple calls and inquiries.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Bending: Bending or positioning oneself to move an object from one level to another.

Carrying: Transporting or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Education Verification

Employment Verification

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-811

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: