

## CITY OF EASTVALE



**SENIOR ACCOUNTANT  
(Full-time)**

**DEFINITION**

Under the general direction of the Finance Director, to perform advanced and complex professional accounting functions involved in compiling, preparing and monitoring a wide variety of accounting activities; to supervise and review the work of professional employees involved in a variety of accounting, financial and accounts payable of the City; and, performs duties relative to the assigned area of responsibility; and to perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class within the Accountant series. This class is distinguished from the Accountant by the performance of advanced journey level duties and by the difficulty and complexity of work performed, and the responsibility for the oversight and supervision of staff, as assigned. This class is further distinguished from the lower level Accountant by the responsibility for complex accounting involving a thorough knowledge of public agency accounting procedures, the ability to exercise sound independent judgment within established guidelines, and ensuring that day-to-day accounting and fiscal activities are in conformance with accepted standards, and appropriate laws and regulations. Discretion is required in applying general goal and policy statements, and in resolving organizational and service delivery problems. Latitude is necessary in administering a complex and sensitive area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Finance Director; exercises close to general supervision over other accounting staff, as assigned.

**ESSENTIAL FUNCTIONS**

*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.*

1. Recommends and assists in the implementation of departmental goals and objectives; implements approved policies and procedures; participates in the development of accounting systems, control systems, and reporting procedures.
2. Organizes, develops, updates and monitors information from a variety of databases, word processing, and spreadsheet software applications in order to prepare information related to departmental and division reports.

3. Assists management staff in establishing and directing City-wide policies and procedures related to financial transactions and financial reporting to ensure effective internal controls.
4. Prepares and analyzes complex financial reports and statements; notifies departments when there are discrepancies; monitors cash balances in all funds; recommends adjustments as appropriate.
5. Performs bank account reconciliations, verifying accuracy of recorded transactions; prepares related work sheets, cash balances, proofs, and other schedules; supervises or prepares daily cash flow analysis.
6. Supervises and reviews the work of subordinates in making entries, reconciliations, and performing other fiscal recordkeeping work.
7. Makes complex or difficult adjusting entries affecting several sub-systems of an accounting system; assists in closing the City's financial records at the end of the accounting period; prepares a variety of related reports.
8. Acts as a liaison to other City personnel, auditors, other agencies, and the public regarding accounting activity; coordinates the preparation of external audit materials and assists auditors in the review of financial operations; responds to and resolves questions and requests for information from the auditor.
9. Analyzes and tracks budgetary expenditures and prepares accounting summaries for use in accounting reports, financial summaries, or reimbursement actions.
10. Enters data and proofreads a wide variety of reports, letters, memoranda, correspondence and statistical charts; independently composes correspondence related to assigned area of responsibility.
11. Utilizes various computer applications and software packages; enters and maintains data; generates reports from a database or network system; creates documents using word processing software.
12. Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures; participates in the development of accounting systems, control systems, and reporting procedures.
13. Participates in the selection of subordinate staff; provides or coordinate staff training; works with employees to correct deficiencies.
14. Reviews staff reports; ensures compliance with approved City budget; evaluates financial impact.
15. Prepares purchase orders and check requests; receives invoices, checks for accuracy and processes for payment.
16. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

17. Performs related duties as assigned.

### **EXPERIENCE, TRAINING, AND LICENSE**

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

#### **Qualifications:**

Graduation from an accredited college or university with a Bachelor's degree or equivalent in Finance, Business or Public Administration, Accounting, or related field, and four to five years of increasingly responsible professional level accounting work, including one year of supervisory experience. Governmental accounting experience is highly desirable.

#### **License/Certificate**

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

Advanced principles and practices of accounting and auditing, including governmental accounting and budgeting; advanced research methods involving the use of department data processing systems/applications related to accounting and budgeting procedures and practices; departmental administrative policies; advanced office practices and procedures; principles and practices of sound business communications; correct English usage, including spelling, grammar and punctuation; word processing and spreadsheet software at an advanced level; record keeping, filing, and accounting procedures; and report preparation and presentation methods; safe work methods and safety regulations.

#### **Ability to:**

Prepare and present detailed reports; analyze and interpret data; interpret, understand, explain, and apply related laws, regulations, policies, and procedures; supervise and coordinate the work of subordinate staff as assigned; operate a computer using a variety of software programs at an advanced level; organize, set priorities and exercise sound independent judgment within areas of responsibility; interpret, apply, explain, and reach sound decisions in accordance with policies and procedures; organize and maintain office and specialized files; compose routine correspondence from brief instructions; communicate clearly and effectively orally and in writing; understand and follow written and oral instructions; prepare clear, accurate and concise records and reports; use tact and discretion in dealing with sensitive situations, concerned people and customers; and establish and maintain effective working relationships with the City Manager, City Council, management, staff, the public, and others encountered in the course of work; provide excellent customer service; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

### **SPECIAL REQUIREMENTS**

Ability to attend special City events including weekends, evenings and holidays, as required.

Ability to attend night meetings and work extended hours, as needed and/or required.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands:**

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for item above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus; travel by vehicle while conducting City business.

#### **Mental Demands:**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants and others encountered in the course of work.

### **WORKING CONDITIONS**

The employee typically works in an office environment. Non-traditional work hours may be required in order to accommodate the City's needs including attendance at City Council meetings, special City events, and matters requiring the presence of the incumbent. These hours may include, but are not limited to: weekends, evenings and holidays. The employee may be required to travel using public transportation. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. Travel throughout the City may be required.

### **FLSA STATUS**

This is an Exempt classification.