



September 2018  
Class Code: A-52  
FLSA: Non-Exempt

## SENIOR ACCOUNTANT

### **DEFINITION**

Under general direction, performs complex professional accounting and financial analysis duties in the preparation and maintenance of financial reports and auditing of District records; provides complex and responsible professional assistance to the Director of Administrative Services in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management and supervisory staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is an advanced journey-level classification. responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform complex accounting and financial record-keeping functions. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*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.*

- Provides complex professional and technical assistance in the administration and implementation of the District's financial, budgeting, auditing, and accounting functions.
- Assists in the preparation and maintenance of the District Budget; compiles historic data and analyzes to determine projected funding requirements.
- Maintains accounting records and balances accounts for all District checking and investment accounts within an automated financial management system.
- Prepares reconciliations, complex journal entries and financial statements and other reports on a monthly/quarterly/annual basis and as needed.
- Facilitates annual financial audit; prepares supporting schedules and records; coordinates documentation requirements with auditors.
- Maintains, analyzes and reconciles transactions and ledgers; balances all general ledgers including project and grant ledgers; performs transfers and prepares adjusting/recurring journal entries as necessary; monitors and researches revenues, expenditures, variances and assigns coding for funds; processes and maintains tenant lease documents, rents and receipts.

- Audits petty cash accounts, accounts receivables and reimbursement requests for accuracy and conformance with District policies and government spending codes and deposit schedules.
- Audits purchasing program procedures and protocols; coordinates and reconciles the District's annual physical inventory of fixed and controlled assets.
- Prepares a diverse range of monthly and quarterly financial reports for the District and Board; prepares and submits mandated financial reports to appropriate agencies.
- Processes District payroll on a bi-weekly basis, executes and assists in payroll related tasks and responds to payroll related inquiries.
- Conducts administrative, fiscal, or operational studies and initiates or participates in surveys; completes research and presents findings and recommends appropriate actions.
- Participates in the development and maintenance of business practices procedures and documentation.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the functional areas of assignment; researches emerging products and enhancements and their applicability to District needs.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of internal control and audit principles and practices.
- Accounting standards, principles and professional standards.
- Principles and practices of data collection and report preparation.
- Principles and procedures of financial record keeping and reporting.
- Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Payroll practices and processes.
- Financial and statistical principles.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Analyze, post, balance, and reconcile complex financial data and accounts.
- Ensure proper authorization and documentation for disbursements.
- Verify the accuracy of financial data and information.
- Prepare clear, complete and concise financial statements and reports.
- Perform financial and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in accounting, business or public administration, or a related field and four (4) years of professional accounting experience.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.