

SENIOR ACCOUNTANT

*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.*

JOB OBJECTIVES

Under the general direction, this position performs complex accounting activities and projects in compliance with BARS (Budgeting Accounting Reporting System). The position will also use independent professional judgement to prepare a variety of reports, statements, and documents for finance projects, and be responsible for the maintenance, balancing and analysis of financial data. This position works under the supervision of the Finance Director.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Reviews, prepares, enters and posts journal entries and daily receipting.

Provides general guidance to staff regarding questions about an entry, timing of the entry, account coding and verification that the entry is complete.

Assures compliance with GASB, BARS, State laws and regulations, City Code and departmental policies.

Monitors and analyzes revenue and expenditure accounts.

Maintains general ledger accounting system and prepare journal entries as necessary.

Designs or modifies existing systems or processes to efficiently provide records of assets, liabilities, and financial transactions of the City.

Participates in the preparation of the City's Annual Financial Report; establishing timelines, coordinating city-wide financial data, reviewing data and validating information and investigating/resolving discrepancies.

Maintains schedules for major accounting processes, such as long-term debt, leases, mitigation, equipment replacement and fixed assets.

Completes the annual audit of fixed assets.

May serve as City liaison to the State Auditor's office which includes coordinating, facilitating, planning and providing information for the annual State audit.

Recommends policies and procedures to ensure compliance with accounting practices, laws, and regulations, and audits financial records for completeness and conformance to policies and procedures.

May represent the Finance Department on a variety of committees.

Prepares and presents staff reports and other necessary correspondence as needed.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of governmental accounting including general ledger, debit, credit and journal entry procedures.

Generally Accepted Accounting Principles.

Methods and techniques of grant accounting.

Operations of accounting software systems.

Operational characteristics of the State's automated accounting system (BARS).

Internal control standards.

Advanced mathematical principles.

Principles and practices of financial record keeping and reporting.

Modern office procedures, methods and computer equipment.

Principles and practices of municipal budget preparation.

Pertinent Federal, State and local codes, laws and regulations.

Effective oral and written communication principles and practices to include public relations.

Ability to:

Maintain regular, predictable and reliable attendance during scheduled hours.

Use independent, professional judgment to interpret laws and regulations, assure accounting procedure and practices compliance, make sound recommendations and/or implement appropriate accounting mechanisms.

Use Microsoft Office products, including Excel, Word, Outlook, PowerPoint and Access to perform and present financial analyses.

Use, understand, assess and implement complex automated financial information systems.

Accurately assess financial system needs and implement procedures for efficient financial management.

Prepare clear, concise, and comprehensive financial, statistical, and narrative reports.

Obtain and verify data, perform analysis and make recommendations. Perform internal control checks.

Perform complex financial, statistical, budgetary and cost analyses.

Understand, interpret, and apply legal and financial documents, rules, and regulations.

Perform a variety of mathematical and statistical calculations quickly and accurately.

Maintain sustained attention to detail and accuracy and to work under the pressure of rigid deadlines.

Communicate detailed accounting information clearly and concisely.

Work independent with general instructions; Organize work for maximum efficiency.

Participate as a contributing member of a service-oriented team.

Establish and maintain effective working relationships with co-workers, elected officials, other agency staff, vendors, and the public.

Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues and applicable legal requirements, policies, and procedures to internal and external customers.

Education and Experience Guidelines

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

Education:

Equivalent to a Bachelors degree from an accredited college or university with major course work in finance, accounting, business administration or a related field.

Experience:

Four years of progressively responsible professional accounting experience.
Government accounting experience strongly preferred.

License

Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred.

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Office environment.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to read numerical figures.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Proposed 2021 Salary Scale

Position							
	1	2	3	4	5	6	7
Senior Accountant	6593	6797	7001	7205	7409	7631	7860