

**City of San Rafael  
Job Class Specification**

## **Job Title: Senior Accountant**

### **SUMMARY**

Under general direction, performs professional accounting duties in the design and maintenance of complex financial records and systems to support City departments, special funds, revenue and investments and/or budgets; provides technical expertise to labor negotiations; conducts special studies and analysis requiring advanced knowledge of governmental accounting.

### **DISTINGUISHING CHARACTERISTICS:**

This is a confidential advanced journey/lead classification in the flexibly staffed Accountant series, characterized by the responsibility to apply professional accounting principles and practices in the development and maintenance of complex manual and automated financial control and information systems and the review and analysis of financial data within the boundaries established by federal, state and local law and regulation. Incumbents may be assigned responsibility to provide lead supervision to other staff and/or to lead the work of a service team for one or more City departments with the most complex budgets and financial reporting systems, in addition to preparing ongoing and special financial reports. Work assignments and objectives are discussed in general terms and work is accomplished within the framework of policy and professional and administrative standards; work product is measured by total results.

This position is distinguished from the Accountant II in that the Senior Accountant is the advanced journey professional accounting level, and from the Principal Accountant as the advanced expert/supervisor professional accounting level, and from the Accounting Manager who has overall responsibility for all of the accounting operations (including accounting, accounts payable, accounts receivable and payroll).

The Accountant Series includes Accountant I/II, Senior Accountant, and Principal Accountant classifications. Depending upon assignments, some positions may be permanently allocated to this level and some positions may be designated as flexibly staffed at various levels in the series.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Provides accounting and financial support services to one or more City departments with complex budget and reporting systems.
- Creates new and reviews established financial systems, processes and procedures.
- Reviews Council agenda/minutes for approved appropriation transfers or additions.
- Prepares journal vouchers to effect transfers or additions.
- Reviews transactions and account balances for compliance with federal, state and local laws and regulations, and for completeness, accuracy.
- Prepares monthly transaction reports.
- Participates in the preparation of the City budget and mid-year review.
- Analyzes and forecasts revenues and expenditures for the balance of the fiscal year.
- Responds to questions concerning transactions and account balances.
- Establishes new accounts.
- Prepares journal entries to close books at the end of the fiscal year.
- Reviews compliance with legal regulations and indentures.
- Prepares reports for bond issuance and bond amortization schedule.
- Computes and posts interest allocations.

- Leads the work of other professional and clerical staff and assigns and reviews work.
- Provide technical expertise, regarding government accounting standers.
- Provides input into performance evaluations.
- Designs, coordinates and participates in the implementation of new/changed financial reporting systems.
- Coordinates with other City staff to determine necessary report information and design report format.
- Coordinates implementation of new/changed reports with systems support staff or consultants.
- Coordinates accounts, interdepartmental training in financial management systems.
- Coordinates activities related to the annual audit and preparation of the Comprehensive Annual Financial Report.
- Leads the preparation of and review a variety of specialized reports and claims, such as the fixed asset report, State Controller's Reports, reports for grant programs, the Redevelopment Agency /Successor Agency, and claims for grants and other funds due to the City.
- Maintains/reconciles general ledger control accounts for funds/receivables and outstanding debt held by the City.
- May supervise other finance staff.
- Performs related duties as required.

#### **KNOWLEDGE OF:**

- Generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) statements, governmental audit procedures and their application to governmental accounting systems, accounting transactions, and financial statement preparation.
- Principles and methods of finance administration, including internal control, auditing, budgeting, treasury management, revenue administration, program planning and evaluation.
- Principles of investment and debt administration in a local government environment
- Principles and practices of budget preparation and administration.
- Principles and practices of cost accounting.
- Applicable Federal, State and local laws, codes and regulations applicable to local government fiscal operations.
- Automated financial management system characteristics and applications, including transaction processing and reporting systems and spreadsheet applications.
- Modern office equipment, practices and procedures.
- Techniques of supervision including planning, assigning, and monitoring work.

#### **ABILITY TO:**

- Communicate clearly and concisely, both orally and in writing.
- Work independently, as well as with others.
- Explain complex financial concepts and information to accountants and non-accountants.
- Identify problems, analyze data, and recommend solutions.
- Prepare and monitor a budget.
- Prepare financial statements in accordance with GAAP and GASB.
- Establish and maintain effective working relationships.
- Analyze and interpret financial and accounting records.
- Prepare clear and concise administrative and financial reports.
- Prepare complex financial statements, reports and analyses.
- Interpret and apply complex Federal, State and local policies, procedures, laws and regulations.
- Research regulations, procedures and technical reference materials.
- Conduct cost analysis studies.
- Identify, recommend, and implement improvements to accounting methods and procedures.
- Operate a PC and modern business applications (e.g., Word, Excel, PowerPoint).
- Lead and provide direction to other employees.

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience that would provide the required knowledge, skill and ability outlined above is qualifying. A typical way to obtain such knowledge, skill and ability is:

A Bachelors Degree from an accredited college or university with major course work in accounting, finance or a related field, and a minimum of four (4) years of increasingly responsible professional level accounting experience, preferably working in government or with government clients. A master's degree in finance, accounting, public or business administration or a CPA may be substituted for one year of experience.

## **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as percentages, ratios and proportions to practical situations.

## **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS:**

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The noise level in the work environment is usually quiet.

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