

**City of Grass Valley
JOB DESCRIPTION**



Senior Accountant

Department: Finance

FLSA Status: Exempt

Reports To: Finance Director

Unit: 1, Full-time Position

SUMMARY OF JOB PURPOSE

Under general direction from the Finance Director, performs the most complex professional level accounting tasks and duties assigned to classes within the Accountant series including recording and reporting financial transactions, maintaining and reconciling accounts, recommending and implementing financial process improvements in the Finance Department and Citywide and responding to requests from outside auditors and from City employees and other related duties as required.

The Senior Accountant is responsible for carrying out the mission of the City in conformance with City of Grass Valley organizational values.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director. May exercise technical and functional supervision over assigned professional, technical or lower level support staff.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)

- Participates in and may supervise the posting, balancing, and reconciliation of the general and subsidiary accounts; monitors the budget for the various funds and projects, determining if funds are available and expenditures properly classified; researches and analyzes transactions to resolve budgetary issues; provides analysis of available funds at management's request; and analyzes budgetary transactions.
- Participates in the maintenance and analysis of general ledger accounts, and other account subsystems such as accounts payable, accounts receivable, payroll, inventory, fixed assets including land, building and facilities, revenues, and utility billing systems.
- Prepares financial statements, schedules, and other statistical and financial reports; prepares workpapers, financial statements and various reports for federal and state agencies as well as for internal accounting purposes; prepares fund balance and other projections.
- Examines, reconciles, balances and adjusts accounting records; reconciles and prepares complex bank reconciliations for multiple accounts.
- Participates in central accounting functions such as preparing adjusting journal entries, fiscal year closing journal entries and responds to information requests from external auditors and others as required.
- Monitors and reports on the status of federal programs; reviews and audits grant contracts, amendments and other documents to ensure grant compliance.

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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- Recommends or implements changes in accounting systems and procedures; identifies and resolves problems and inconsistencies involved in maintaining accounting controls; prepares recommendations and invests surplus funds as requested by management.
- Prepares analysis and workpapers pursuant to Generally Accepted Accounting Principles (GAAP), and Generally Accepted Auditing Standards (GAAS).
- Coordinates accounting related activities with other City departments; answers questions and develops procedures for preparing accounting transactions pursuant to GAAP and GAAS.
- Performs the most complex accounting transactions such as capital projects, trusts and bond inquiries, monitors grants and related costs/expenditures within prescribed governmental accounting systems.
- Conducts departmental or business audits and makes reports regarding findings; audits contracts to ensure fiscal compliance.
- Interprets data and generates related statistical and fiscal reports; prepares and submits accounting information for data processing and inputs data into the computer.
- Monitors and controls revenues, expenditures, vouchers and the allocation of costs; prepares cash flow projections for managerial use.
- Establishes positive working relationships with representatives of community organizations, federal/state/local agencies and associations, City management and staff, and the public.
- Performs related duties similar to the above in scope and function as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Generally Accepted Accounting Principles and Procedures (GAAP).
- General Accepted Auditing Standards (GAAS).
- Rules and regulations governing federal, state and local programs.
- Code of Federal Regulations.
- Principles and methods of municipal government accounting and auditing.
- Principles of financial administration, including budgeting and reporting.
- Principles of supervision, training and performance evaluation.
- Internal auditing controls.
- Financial and managerial analysis.
- Cost accounting and analysis.
- Business law.
- Basic economics.
- Modern office procedures, practices, methods and equipment.
- Research techniques.

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- Principles, practices and terminology of public agency financial, accounting, auditing and reporting functions, and municipal investments.
 - Basic public administrative policies and practices.
 - Information technology hardware and software, particularly as related to financial and administrative functions.
 - Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Perform complex accounting transactions and analysis.
- Recognize and resolve accounting, auditing, and internal control situations.
- Examine and verify financial documents and reports.
- Prepare a variety of budgets, financial statements, reports and analyses.
- Recommend and implement changes in accounting and internal control procedures.
- Reconcile financial documents and reports.
- Analyze data, draw logical conclusions and make independent decisions.
- Perform accounting transactions in accordance with GAAP and city procedures.
- Prepare a variety of financial statements, reports and analyses.
- Operate a calculator, an office computer, and a variety of spreadsheet, accounting program and software applications with proficiency.
- Accurately interpret data processing reports.
- Supervise, train and evaluate clerical, technical and lower level professional staff as assigned.
- Communicate clearly and concisely, both orally and in writing.
- Maintain confidentiality of information.
- Exercise sound, independent judgment within established procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

PHYSICAL REQUIREMENTS

1. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
2. Must be able to sit at a confined work station for extended periods or work at a drafting table for extended periods while performing essential duties.

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3. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
4. While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, talk and hear.

EDUCATION AND EXPERIENCE

A Bachelor's degree in accounting, finance, business administration or a closely-related field and three years of responsible professional accounting experience, equivalent to an Accountant level, preferably in a governmental or public agency setting or an equivalent combination of education and experience.

CERTIFICATES, LICENSES AND REGISTRATIONS

Must have an acceptable driving record and possess an appropriate California Driver's License.

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

Ability to perform mathematical concepts such as: fractions, percentages, ratios, and proportions to practical situations; ability to work with mathematical concepts such as probability and statistical inference.

REASONING ABILITY

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Resolve problems involving several known variables in standardized situations using standard industry and departmental processes and/or procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

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Senior Accountant

Print Name: _____

Signature: _____

Date: _____

Adopted:

Revised:

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