SENIOR ACCOUNTANT

GRADE: 22 **FLSA: EXEMPT**

CHARACTERISTICS OF CLASS:

The Senior Accountant performs difficult professional work and responsible administrative work in maintaining a complex system of accounting records within established systems and procedures. The incumbent is the lead accountant in the accounting section of the accounting and control division. The position develops pertinent financial data for the preparation and review of the Comprehensive Annual Financial Report and prepares and certifies complex regulatory reports. The position has limited physical demands but there is some stress involved in handling multiple projects. By nature the work is subject to general direction, practices and procedures covered by precedents and general supervisory review. Work involves conducting analyses and evaluating municipal accounting problems through the exercise of considerable independent professional judgement. Work is reviewed through periodic audits and through general supervisory review.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Reconciles, maintains bank accounts, bond registers, fiscal agent and fund accounts monthly and assists in the monthly close process.
- Prepares journal entries for property tax, income tax, highway user and other monies received from the County/State.

- Reconciles parking meter ticket revenue from meter violations.
- Reviews and authorizes disbursements and PO's for compliance with budget ordinance and legality of signatures.
- Reviews and signs Accountants' journal entries weekly to ensure accuracy.
- Prepares monthly bond payments to paying agents.
- Sets up schedules for paying principle and interest, wire payments to the bank and prepares a journal entry.
- Assists with year-end close of books and preparations of financial statements.
- Assists with questions from the Auditors, preparing financial statements and reconciling accounts.
- Prepares invoices for reimbursement and monitors County, State and Federal grants. Quarterly reimbursement is required for the various grants accounting manages for City departments ensuring compliance to Federal and State laws.
- Reconciles and records property tax billings, payments and abatements. Property Tax Revenue is received monthly and a journal entry is prepared when the monies are received from the County.
- Works with departments citywide on accounting and budget related problems, which require immediate resolution.
- Performs on-going internal audits. Coordinates with departments on annual internal audits, ensures compliance to generally accepted accounting principles.
- Performs reconciliation of Water, Sewer, Refuse, Red-light and speed cameras, FlexAmerica, P-Card accounts. These accounts are reconciled with the bank statement and the general ledger monthly.
- Maintains City accounts receivable account. Reconciles health insurance billing/collection for retirees/COBRA, Code Enforcement invoices, bond permits, retainage, and year-end receivables.
- Maintains Fixed Asset information and addition/disposals of equipment and infrastructure. This is done quarterly through the Access database. At year-end the fixed asset information is reconciled with City departments for the financial reports and also audited by independent auditors.
- Performs special projects assigned.
- Performs related duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience equivalent to a bachelor's degree from an accredited university or college in accounting or related field and at least five years progressively responsible experience in accounting and analysis or related work, preferably in a local government. Certified Public Accountant Preferred.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of office procedures, practices, systems, and equipment as applied to financial operations.
- Considerable knowledge of the City ordinances, policies, systems and procedures governing its financial operations.
- Considerable knowledge of accounting principles and procedures, and of their application to a variety of accounting transactions and problems.
- Working knowledge of ADP operations; familiarity with microcomputers and interface operations with mainframe computers.
- Ability to apply accounting principles to the maintenance of voluminous financial and accounting transactions.
- Ability to analyze and evaluate accounting problems and to discern those requiring policy determination by supervisors.
- Ability to analyze and interpret fiscal and accounting data and to prepare financial reports and statements in accordance with predetermined requirements.
- Ability to establish and maintain effective working relationships with others contacted during the course of work.
- Ability to write clear, concise and accurate reports.