

CITY OF LAKE ELSINORE

SENIOR ACCOUNTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into class and do not necessary convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, performs complex technical accounting work; acts in a lead capacity over other accounting and clerical staff; prepares a variety of accounting, statistical, and narrative reports; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Senior Accountant is the advanced journey level class in the professional accounting series. Incumbents exercise independent judgment in the performance of difficult and complex accounting or auditing work. This classification is distinguished from the next higher classification of Finance Administrator in that the latter is responsible for performing the more complex duties and providing lead supervision.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Finance Manager and Finance Administrator. May act in a lead capacity or as a project leader over lower level professional and clerical staff but has primary responsibility for the accomplishment of specific accounting and auditing assignments.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Maintains and controls the fiscal record keeping functions and systems in a departmental accounting function involving complex and diversified work or plans, organizes, and performs complex and specialized accounting.
- Examines and analyzes complex fiscal record keeping systems and procedures; prepares, reviews, and verifies a variety of accounting, statistical, and narrative reports.
- Reviews accounting policies and procedures to assure conformance to applicable laws, rules, and regulations; reviews, evaluates, and assists in the revision, design, and implementation of accounting systems.
- Provides advice and assistance to departments and other officials on a variety of accounting problems.
- May review laws, legislation, and policies to determine impact on accounting procedures and to provide guidance in the performance of accounting and fiscal work.

- Coordinates work with other sections, departments, or outside fiscal intermediaries; may coordinate accounting functions with data processing systems.
- May represent the department at meetings relative to fiscal and budgetary operations.
- May train, lead, and assist in the evaluation of work performance of accounting and clerical personnel.
- Performs special accounting related assignments or projects as required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Senior Accountant. A typical way of obtaining the required qualifications is to possess a Bachelor's degree in business administration, accounting, economics, finance or a closely related field, and three years of progressively responsible accounting experience, including one year of experience in governmental accounting.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles, practices and terminology of general fund, special fund, and governmental accounting, including financial statement preparation and methods of financial control and reporting; budgeting principles and terminology; cost accounting methods and procedures; laws and regulations relating to the financial administration of public

agencies; grant accounting; auditing principles and practices; operations and uses of integrated accounting software systems and spreadsheet applications; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Operate a computer, calculator, and standard office equipment; use integrated accounting, spreadsheet and database software; verify the accuracy of financial data and information; ensure proper authorization and documentation for disbursements; analyze, balance and reconcile complex financial data and accounts; exercise judgement in applying; accounting standards; make accurate arithmetic calculations; prepare clear, concise and complete financial documents, statements and reports; organize and prioritize tasks to meet deadlines; establish and maintain effective working relationships with staff, supervisors, consultants, contractors, and others during the course of work.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and software applications, including billing and financial systems.