



SENIOR ACCOUNTANT

DEFINITION

Under general supervision, coordinates, directs, and reviews the work of the professional and support accounting staff within an operating department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from assigned supervisory or management personnel. Exercises no direct supervision over staff but may serve as a lead worker by providing technical and functional direction to accountants and other administrative support staff.

CLASS CHARACTERISTICS

This is the working lead level in the accountant series, providing lead direction to a staff of accountants and other employees in the performance of professional financial and cost accounting work within a department. Provides monitoring of program operations and may lead a limited number of professional and support staff. This class is distinguished from other senior professional classes in that the work relates directly to the direction and provision of accounting services.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative only)

- Provides lead direction, training, work review, and evaluation to a small staff.
- Provides input into selection decisions, performance evaluations, and disciplinary matters.
- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards within the department.
- Participates in the preparation and administration of the department's budget.
- Prepares and directs the preparation of budget transfers.
- Prepares and directs the preparation of financial statements, fiscal reports, and financial reviews.
- Reviews accounting and financial documents to ensure the accuracy of information and calculations and makes correcting entries.
- Examines supporting documentation to establish proper authorization and conformance with agreements, contracts, and state and federal regulations.
- Prepares, maintains, and directs the preparation and maintenance of control and subsidiary accounting records involving a variety of transactions and accounts.
- Prepares and directs the preparation of trail balances; coordinates and calculates periodic closing entries.
- Prepares and directs the preparation of journal entries, and reconciliations of general ledger, journal, subsidiary accounts, and bank statements.
- Maintains and directs the maintenance of revenue and expenditure budgetary control accounts and records; reviews, analyzes, and recommends adjustments to budget.
- Prepares and directs the compilation and preparation of general and subsidiary ledgers and supporting schedules.
- Confers with departmental representatives and provides information regarding budgeting, financial management, and accounting processes.
- Reviews and approves and prepares claims for referral of tax monies and for reimbursement from state, federal, or other agencies.

- Analyzes programs and legislation to determine fiscal and budgetary impact.
- Provides technical support to outside auditors and governmental program auditors.
- Maintain effective liaison with the Auditor-Controller's office.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and terminology of general, fund, and governmental accounting and budgeting.
- Principles and practices of business data processing, particularly as related to the processing of accounting information.
- Applicable laws regulating public fiscal operations.
- Budgetary principles and terminology.
- Basic principles and practices of internal and external audits.
- Basic auditing and reconciliation principles and practices.
- Office administrative procedures, including recordkeeping and the operation of standard office equipment.

Skill in:

- Planning, assigning, directing, and reviewing the work of staff.
- Training staff in work procedures.
- Preparing clear, concise, and complete financial reports and statements.

Ability to:

- Analyze, balance review, interpret, and reconcile financial reports and information.
- Verify the accuracy of financial data and information.
- Ensure proper authorization and documentation for disbursements and other transactions.
- Exercise sound independent judgment within established procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Equivalent to graduation from an accredited four-year college or university in accounting, finance, business administration, economics, or a closely related field.

AND

Two (2) years of journey-level accounting experience at a level equivalent to the class of Accountant II.

Licenses and Certificates:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions, and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

If assigned to a Law and Justice Department, incumbents must pass a thorough background investigation.