

CITY OF ARCADIA
ACCOUNTANT
SENIOR ACCOUNTANT

DEFINITION

Under direction, to perform advanced (Accountant) or complex journey level (Senior Accountant) governmental and proprietary fund accounting; to prepare financial and budgetary analysis and forecasts; monitors a wide variety of accounting activities; completes difficult and complex technical accounting work; leads, oversees, and coordinates the work of clerical or professional staff; and to perform a variety of related accounting duties as necessary.

DISTINGUISHING CHARACTERISTICS

Accountant - This is the journey level class in the Accountant series. This professional accounting class requires the performance of the full range of professional level accounting duties and performs analysis using sound judgment. Logical interpretation of generally accepted accounting principles and practices are required. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Senior Accountant – This is the advanced journey level position in the Accountant class series. Positions at this level are distinguished from the Accountant by requiring more experience and complex work performed. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Senior Accountant level may be filled by advancement from the Accountant level with typically a Bachelor's degree from an accredited college or university with major course work in accounting, business administration, or a related field and three (3) years of recent accounting and auditing at a professional level. When filled from the outside, the employee is required to have prior related experience, which allows the employee to meet the qualification standards for the position.

SUPERVISION EXERCISED

Accountant

May exercise technical and functional supervision over clerical staff.

Senior Accountant

Exercises direct supervision of subordinate staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Prepare a variety of detailed accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation of source data; ensure conformity and compliance with Generally Accepted Accounting Principles (GAAP).

Conduct and/or coordinate internal/external audits of financial records; examine, analyze, and verify documents to ensure adherence to established internal controls and accepted professional standards; and formulate recommendations based on findings.

Perform complex bank account reconciliations, verifying accuracy of recorded transactions; prepare related schedules and other reports; supervise or prepare daily cash flow analysis. Recommend and assist in the implementation of new or revised accounting systems, procedures, and policies; may participate in the development or selection of new computerized programs to meet new accounting or business requirements.

May supervise and review the work of clerical or professional staff in proper accounting procedures, preparing journal entries and reconciliations; performing other fiscal record keeping work.

Supervises the posting, balancing and reconciliation of the general ledger and subsidiary accounts such as accounts payable, accounts receivable, inventory, and fixed assets.

Prepares quarterly, monthly, and year end reports and schedules, which may include interim financial statements, monthly bank reconciliations, and auditor requested schedules.

Prepare audit schedules for year end closing and other audits. Coordinate with external auditors for those citywide annual audits.

Make complex or difficult adjusting entries to meet new accounting requirements; assist in closing the City's financial records at the end of the accounting period.

Perform grant accounting functions; assist with preparation of various state and federal mandated reports; coordinate control of grant revenues and expenditures; capital projects, and fixed assets with other departments.

Perform and/or supervise accounts receivable functions; coordinate with other City departments for billing and collections.

Assists in annual budget preparation; reviews expenditures and encumbrances for accuracy and conformance to budget; prepares fund balance projections and reviews; performs comprehensive financial activity studies.

Perform and/or supervise Accounts Receivable functions; coordinate with other city departments for billings and collection. Participates in the development of department goals, objectives, policies and procedures.

Assist the Administrative Services Director in special research projects and technical studies.

Provide support in other accounting areas pertaining to payroll, accounts payable, utility tax exemption program, parking citations, fixed assets, petty cash, and cashiering.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Accountant

Knowledge of:

Generally Accepted Accounting Principles (GAAP).

Working knowledge of the principles and techniques of public finance, audit, grants accounting, governmental and proprietary fund accounting.

Applicable Federal, State and local laws, codes and regulations.

Skill to:

Enter data at a speed necessary for successful job performance.

Perform mathematical computations.

Operate modern office equipment including computer equipment and accounting systems.

Use automated spreadsheet and word processing programs.

Ability to:

Apply and adapt established accounting principles and procedures to a variety of City accounting work.

Perform analysis and review financial data to develop forecasts, trends, and analysis to draw logical conclusions.

Understand a variety of financial documents, statements and reports.

Complete various statistical and informational reports to meet Federal and State reporting requirements.

Maintain automated accounting systems and procedures.

Communicate clearly and concisely, both orally and in writing. Interpret and apply rules, regulations, legislation and policies.

Understand and follow verbal and written directions.

Work independently.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Education/Training:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for successful job performance is qualifying. An example would be:

Bachelor degree from an accredited college or university with major course work in accounting, business administration, or a related field and one year of recent accounting experience. OR an Associate's Degree with a minimum of 20 semester units in accounting from an accredited college or university, and three years of experience in governmental accounting or auditing at a professional level.

Senior Accountant

Knowledge of:

Generally Accepted Accounting Principles (GAAP).

Considerable knowledge of the principles and techniques of public finance, audit, grants accounting, governmental and proprietary fund accounting.

Applicable Federal, State and local laws, codes and regulations.

Skill to:

Enter data at a speed necessary for successful job performance.

Perform mathematical computations.

Operate modern office equipment including computer equipment and accounting systems.

Use automated spreadsheet and word processing programs.

Ability to:

Apply and adapt established accounting principles and procedures to a variety of City accounting work.

Perform advanced analysis and review financial data to develop forecasts, trends, and analysis to draw logical conclusions and develop recommendations.

Prepare, examine and review a variety of financial documents, statements and reports.

Review and complete various statistical and informational reports to meet Federal and State reporting requirements.

Maintain and develop new automated accounting systems and procedures to meeting changing requirements

Direct and evaluate the work of assigned lower level staff

Communicate clearly and concisely, both orally and in writing.

Exercise good judgment and interpret financial documents and reports.

Formulate, interpret and apply rules, regulations, legislation and policies.

Understand and follow verbal and written directions.

Work independently.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Education/Training:

Bachelor degree from an accredited college or university with major course work in accounting, business administration, or a related field, and three years of recent accounting and auditing at a professional level.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment.

Effective Date: May, 2012

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