



Job Title: **Senior Accountant**
Department: Finance
Date: April 1, 2021
 Exempt
FLSA Exemption: Administrative/Executive
Job Reports To: Finance Director
Pay Grade: 18
 Full Time

Job Description

Summary/Objective

Under the direction of the Finance Director, the Senior Accountant performs professional level accounting functions pertaining to the City's finance operations. The Senior Accountant is primarily responsible for the maintenance of general and subsidiary ledgers, and responsible for keeping the proper supporting documentation for all transactions. The Senior Accountant will assist in the preparation of financial analysis, cost accounting and other allocations based on a reasonable and rational basis, providing financial information, assist in periodic audits; perform related duties as required.

Essential Job Functions *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Maintain journals and general ledgers of financial transactions and proper supporting documentation
2. Sustain proper internal controls and evaluate controls when process changes occur.
3. Perform monthly expenditure, revenue and general ledger closings and annual account balance rollovers.
4. Perform highly complex cost accounting calculations to distribute indirect costs to numerous special districts.
5. Coordinate activities with the Finance Analyst.
6. Maintain grant accounting files.
7. Perform analytical analysis on current data and historical data; prepare detail reports for departments or the Finance Director.
8. Supervise, direct, train, review and approve work product, as needed and evaluate subordinate clerical and accounting personnel, as needed.
9. Assist in preparation of Annual Budget.
10. Assist auditors in the annual audit of the City's financial statements.
11. Maintain, update, and reconcile budget to actual financial reporting and budget adjustments. Making adjustments, as needed, and distributing the budget variance

reports to departments.

12. Supervise and review the work of the Accountant I.
13. Weekly review of accounts payable postings.
14. Perform other duties, as assigned, by the Finance Director.
15. Conduct internal audits and investigations as assigned.
16. Assist in preparation of written accounting procedures and internal control documents.
17. Coordinate audit related activities with other City departments, divisions, sections and outside agencies.

Other Job Related Duties Performs other related duties or responsibilities as assigned.

Conformance Statement

In the performance of respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Financial Management.
5. Project Management.
6. Personal Effectiveness/Credibility.

Qualification Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Bachelors' degree in Accounting or Finance from an accredited College or University.

Experience

Minimum of two years' experience as an accountant or auditor, including one year recent governmental fund accounting experience; or an advanced degree in Accounting or Finance, or a CPA Certificate; and a minimum of Twelve (12) units in college accounting and auditing (including governmental fund accounting) with a minimum of one year work experience in accounting or auditing

Desirable

CPA License or MS degree in Accounting, Finance or Business is highly desirable.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Knowledge, Skills & Abilities

Knowledge of:

- Principles and procedures of governmental fund accounting, budgeting, auditing, and financial analysis.
- Principles of governmental accounting (GASB) and generally accepted accounting principles (GAAP).
- Knowledge and practical experience with accounts payable, public utilities, business license, and payroll in a municipal government.
- Knowledge and practical experience in the use of Personal Computer Systems (PC), using at least a Windows 8 operating system.
- Knowledge and experience in the use of computerized accounting systems, network computer systems, and shared directory files.
- Knowledge and practical working experience in Microsoft Office software, primarily Excel, Word, and PowerPoint.
- Knowledge of California Governmental Code sections relating to Cities and Special Districts.
- Knowledge of construction in progress reporting.
- Knowledge of California Lien laws.
- Basic understanding of California Land Use and Zoning Laws would be helpful.

Ability to:

- Read, understand and apply government codes to financial accounting and decision making.

- Implement accounting procedures and recommend revised procedures to increase efficiency.
- Work with personnel in various departments in order to solve problems.
- Use GASB and GAAP pronouncements to account for financial transactions.
- Become familiar with and responsible for computerized accounting system including the ledgers and journal entry system.
- Provide backup to the Finance Analyst, as needed.
- Keep up with new computer technology in order to become more efficient.
- Must be able to work under pressure and complete multiple projects simultaneously.
- Operate a 10 key calculator by touch.

Skills:

- Maintain cost accounting records and indirect cost allocations documents.
- Must coordinate projects with the Finance Analyst and Public Works department.
- Assist in Special District Budget Preparation with Finance Analyst and Public Works.
- Must review revenue accounts, on a monthly basis, to review for miscoding, variances and lost revenues.
- Must review expenditure accounts, on a monthly basis, to determine actual expenditures are within budgeted line items, exceptions must be documented, investigated and communicated to the department and the Finance Director, and initiate the appropriate action; i.e. correct, reclassify, stop funding, etc.
- Must prepare monthly adjusting journal entries and enter them into financial accounting software.
- Must be able to properly calculate and prepare allocations to the various budget and program centers.
- Must have ability to prepare budget reports and investigate variances, make correcting adjustments or make recommendations to the Finance Director and or Department Head for any needed changes.
- Assist with accounting for infrastructure and debt administration of special districts, if any.
- Review and approve accounts payable transactions and postings.
- Assist in Annual Tax Roll for Special Districts.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation, which includes finger printing and a pre-employment physical and drug/alcohol test.

Working Conditions, Mental and Physical Demands

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

Work Environment

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 City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Indoor office environment; the employee is frequently required to sit, stand, walk, use hands and fingers, and reach with hands and arms. Lifting and carrying up to 40 pounds. Noise and temperatures are moderate and fumes are not generally present.

Physical Demands

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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 books and files from shoulder-level and above, carry, push, and pull materials and objects weighing up to 40-pounds.

Visual acuity to perform routine filing of documents is required; and use of a computer keyboard and software. While performing the duties of this job, the employee is regularly required to see, talk, and hear.

Essential Mental Functions

Regularly use of written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff. Be able to make quick decisions, supervise others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility

Receives general direction from the Finance Director or Deputy City Manager. Exercises direct and indirect supervision over professional, technical and office support staff. Assist the Finance Director in supervision and training of assigned staff, ensuring compliance with Federal and State regulations.

Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand.

Travel

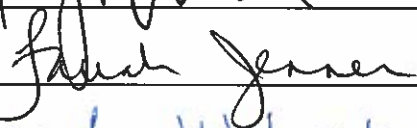
Occasional, local travel is expected for this position. In addition, out of town travel for conferences, workshops, and various training opportunities is likely.


Disclaimers and Approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 4/6/2021

Finance Director  Date 4-5-21

HR  Date 4/6/21

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____