



DATE	August 2023
JOB CODE	SRACCT
FLSA	EXEMPT
PAYGRADE	Q

JOB TITLE: Senior Accountant
 DEPARTMENT/DIVISION: Finance
 REPORTS TO: Director or Controller

SUMMARY: Responsible for performing complex, professional accounting activities requiring incumbents to be subject matter experts related to assignments. Positions either manage Accounts Payable, Capital Projects, Fixed Assets, Payroll, Financial Reporting, or the General Ledger, including revenue collection and accounting. Work requires general direction, working from broad goals and policies.

ESSENTIAL JOB FUNCTIONS:

- Performs complex accounting activities, which may include: reviewing, researching, and analyzing transactions; tracking and analyzing expenditures; reconciling and analyzing accounts; researches technical accounting issues; compiles financial data reconciliation of fiscal accounts and financial system models; performs other related activities
- Prepares, submits, and reviews a variety of reports, reconciliations, and statements to and from internal departments, financial institutions, and external government agencies.
- Assists in the testing and implementation of City hardware and software applications that interface with financial systems and/or impact revenue collection and expenditure calculations.
- Provides training and advice to customer Departments on best practices related to maintaining financial records and monitoring accounts.
- Calculating, adjusting, preparing, and posting journal entries.
- Participates in conducting and facilitating the completion of financial and/or operational audits.
- Participates in vendor selection and management activities, which includes: soliciting short-term bids from vendors; defining specifications; recommending vendor selection; placing orders from vendors; evaluating the performance of vendors; and processing vendor payments.
- May supervise financial services support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Participates in meeting the Comptrollers Transparency Requirements and updating of city websites.
- Assists in preparing and implementing accounting related policies and procedures; makes recommendations and/or updates existing accounting policy and procedure manuals.
- Performs other duties as assigned.

- **Senior Accountant – Accounts Payable & Fixed Assets**Coordinates Accounts Payable activities and staff
- Ensure timely payments of vendors invoices and expense reports, maintains accurate records and control reports
- Identifies, records fixed assets as determined by policy for proper accounting treatments in financial statements, perform disposition of assets and book yearly depreciation.
- Responsible for monthly and annual reconciliation process for AP and Fixed Assets
- Responsible for budget encumbrance creation and traceability
- Trains city staff on accounts payable procedures and policies
- Supervisor financial services support staff Compile, analyze and report financial information to management
- Responsible for Annual 1099s reporting within IRS
- Participates in the preparation of the city's Annual Comprehensive Financial Report ACFR
- **Senior Accountant – General Ledger & Payroll**Coordinates activities of General Ledger and Payroll staff
- Coordinates with city staff proper reporting of cash procedures to ensure proper financial reporting in financial statements
- Responsible for monthly and annual reconciliation processes
- Trains city staff on proper cash recording procedures
- Oversees the bi-weekly payroll functions
- Supervises financial services support staff
- Responsible for Annual Public Improvement Districts distributions.
- Participates in the preparation of the city's Annual Comprehensive Financial Report ACFR

Senior Accountant – Capital Projects & Financial Reporting

- Conducts complex accounting and financial reporting related to capital expenditures and records and communicating with City-wide management,
- Responsible for regular financial reporting of federal grant spending and producing the annual Schedule of Expenditures of Federal Awards (SEFA)
- Participates in the city's annual budget process by developing the city's annual Capital Budget and support the development the city's operating budget
- Produces monthly reports related to financial status of capital projects and budgets
- Services as the secretary for the Capital Improvements Projects Advisory Committee
- Responsible for producing monthly management financial reports
- May oversee the functions of budget and management analysis support staff
- Coordinates the Finance Departments Intern Program with both internal and external staff members
- Participates in the preparation of the city's Annual Comprehensive Financial Report ACFR

SUPERVISORY/BUDGET RESPONSIBILITIES:

- May serve as a first-line supervisor over financial services support staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of supervisory principles and practices;
- Knowledge of Governmental Accounting Standards Board (GASB) pronouncements;
- Knowledge of asset capitalization standards and depreciation;
- Knowledge of Generally Accepted Accounting Principles (GAAP);
- Knowledge of applicable Federal, State, and Local laws, rules, and regulations;
- Knowledge of automated financial management software packages;
- Skilled in prioritizing and evaluating the work of subordinate staff;
- Skilled in analyzing and evaluating complex accounting and/or auditing situations;
- Skilled in reconciling cash and other related accounts;
- Skilled in preparing journal entries;
- Skilled in entering information into databases and/or spreadsheets;
- Skilled in performing mathematical calculations;
- Skilled in recording, analyzing, verifying, reconciling, and reporting accounting transactions;
- Skilled in preparing complex analysis in support of preparing financial statements and reports;
- Skilled in maintaining records;
- Skilled in researching discrepancies;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance, or a related field.
- Three years of progressively responsible accounting experience.

PREFERENCES:

- Three years of governmental accounting experience.
- Experience in testing impacts of financial software implementations

WORKING CONDITIONS:

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.

- Must pass motor vehicle records check.