



## Senior Accountant

Department/Division:	Finance and Administrative Services
Reports To:	Controller
Provides Direction To:	Not Applicable
Exemption Status:	Exempt
Date Prepared:	September 3, 2014
City Council Resolution #	

### GENERAL PURPOSE

Under general supervision, performs varied and complex professional accounting duties in the analysis, preparation and maintenance of financial records and reports for various City accounts and funds in conformance with general and governmental accounting practices, policies, and procedures; performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Senior Accountant is distinguished from the Accountant classification by the performance of more complex and technical accounting and financial analyses and broader knowledge of general ledger and statutory reporting practices and auditing standards.

### ESSENTIAL 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 the class.*

1. Assigns and reviews the work of professional and accounting technical personnel for conformance with accounting standards and City' desired practices.
2. Reviews and reconciles subsidiary ledgers and makes adjustments to the general ledger involving a variety of accounts.
3. Coordinates and assists auditors with investigation and verification of data and records; creates financial statement audit schedule, reports and spreadsheets; assists Controller with year-end closing and analysis for year-end journal compliance.
4. Conducts special accounting analyses and prepares a range of supporting schedules and reports; performs more difficult analyses of accounting transactions and schedules involving fund accounting and grant accounting.

## **ESSENTIAL FUNCTIONS (continued)**

5. Assists staff with questions related to automated financial systems and financial policies and procedures.
6. Verifies reliability of accounting records and statistical data in other departments; analyzes and corrects errors, making adjustments to accounts via reclassification of expenditures and revenues and related journal entries.
7. Assists Controller with preparation of Underground Assessment District spreadsheet to refund payments and direct assessment roll, retrieve parcel change reports, and upload direct assessment files from internet-based application and State Controller's Report.
8. Reports monthly capital project expenditure; creates and tracks project numbers; meets with Engineering Department to discuss project close-out and carry-forwards to following year budget.
9. Reviews and audits account postings, debt service, and revenues for accuracy and conformance with Generally Accepted Accounting Principles (GAAP).
10. Researches and interprets accounting fiscal policies in accordance with Government Financial Reporting Standards; ensures compliance with Federal, State, County, and City financial reporting statutes.
11. Maintains and reviews fixed asset and other special fund records and accounts; prepares journal entries for the acquisition and disposal of fixed assets; tracks fixed asset purchases against budget; determines appropriate schedules and calculates and prepares journal entries for fixed asset depreciation; periodically reconciles fixed asset and special fund schedules to accounting records.
12. Prepares and analyzes budgets for assessments, City utility charges, fleet expenses, postage, information services, and building maintenance.
13. Recommends and implements accounting procedures and internal controls; participates in the set-up and testing of new financial applications.
14. Assists Controller with preparation of the Comprehensive Annual Financial Report (CAFR).

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Principles, practices and terminology of general fund, and governmental accounting, including financial statement preparation and methods of financial control and reporting; grant accounting practices and reporting standards; fixed asset accounting and valuation practices; depreciation standards and cost accounting methods and procedures; laws and regulations relating to the financial administration of public agencies; principles of government financing and bond accounting practices; auditing principles and practices; payroll processing principles, rules, and regulations; operations and uses of integrated accounting software systems and spreadsheet applications; customer service techniques.

### **Ability to:**

Operate a computer, calculator and standard office equipment; use integrated accounting, spreadsheet and database software; research and analyze accounting transactions; verify the accuracy of financial data and information; ensure proper authorization and documentation for disbursements; analyze, post, balance and reconcile complex financial data and accounts; exercise judgment 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, management, consultants, contractors, and others during the course of work.

### **Education/Training/Experience:**

Bachelor's degree from and accredited four-year college or university with a major in accounting or a closely related field. Four years of professional accounting experience is required, preferably involving public finance and general accounting.

### **Licenses, Certificates; Special Requirements:**

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

### ***Mental Demands***

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret legal documents; explain and conform with legal procedures; use math and mathematical reasoning; learn and apply new information or new skills; and interact with City staff, vendors, contractors, auditors, management, and the public.

## **WORK ENVIRONMENT**

The employee works in an office environment with controlled temperature settings.