

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: SENIOR ACCOUNTANT

DATE: 11/4/14

JOB CODE: 51716

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general direction, to perform a variety of advanced professional level financial analyses and related accounting assignments ranging from moderately difficult to complex in the preparation and maintenance of the Department's financial records and reports to provide accurate and timely accounting records to support sound decision making and ensure appropriate public disclosure accountability; monitor, maintain and administer a variety of complex financial records for various Department accounts and funds; maintain financial records supporting the administration of construction, developer-funded and grant funded projects; assist in budget and audit preparation; work normally includes supervision of assigned clerical, technical and/or professional accounting staff responsible for accounting activities including, but not limited to, accounts payable, cost accounting, fixed assets, financial reporting and budget preparation; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The classification of Senior Accountant is the advanced professional level position in the accounting series and may provide supervision for assigned subordinate accounting staff. This classification is distinguished from the Accountant classification by performing more difficult and complex accounting duties, and providing a higher level of supervision for assigned subordinate accounting staff. This classification is distinguished from the Principal Accountant classification by the latter's responsibility for the work of an assigned section and broader accountability for major accounting reports and coordination of auditing and budget actions. Supervision is received from the Director of Finance or designee. This position works closely with the Principal Accountants for purposes of coordination of work of assigned staff and to ensure efficient work processes including cross training. The incumbent may act in the absence of the Principal Accountant.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City Department staff;
- Routinely adhere to and maintain a positive attitude toward City and department goals;
- Plan, prioritize, assign, supervise, review and participate in the work of lower level clerical, technical and professional staff responsible for accounts payable, cost accounting, fixed assets, financial reporting and budget preparation functions and other accounting/finance functions;

- Evaluate the performance of assigned staff;
- Participate in the selection of accounting staff; provide or coordinate staff training, work with employees to correct deficiencies; recommend and implement discipline procedures;
- Develop and implement effective cross training for assigned staff;
- Perform complex and technical accounting duties in the maintenance of revenue and expenditure records;
- Prepare analyses, spreadsheets, schedules, journal entries and reconciliations to produce accurate financial reports;
- Review and/or participate in day-to-day accounting operations such as balancing and posting expenditures, revenues and adjusting journal entries to the general ledger;
- Review journal entries prepared by other accounting staff;
- Assist in the Department's capital improvement program; prepare various schedules and related documents;
- Account for revenues and expenditures; determine expenditures eligible to be charged to grant and contract programs; maintain related records for preparation of annual audit;
- Assist in the preparation of the annual budget; prepare various schedules as necessary;
- Prepare and review various documents for adequacy and accuracy;
- Develop accounting procedures to meet specific requirements;
- Establish and maintain filing and record keeping systems in accordance with Department policy;
- Compose correspondence requiring the use of independent judgment based upon a thorough knowledge of Division/Department functions and procedures;
- Make mathematical calculations; check various statistical and accounting tables and reports; audit accounts, records, programs and cash;
- Access, retrieve and input varied data using computer systems;
- Work closely with Department management in the implementation of software applications;
- Operate a personal computer, calculator, typewriter, copier and related office equipment;

QUALIFICATIONS

Any combination of education, training and experience that would likely provide the knowledge, skills and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Enterprise accounting principles, practices and procedures, including budgeting, purchasing, contract administration and maintenance of public records;

- Principles and practices of auditing and internal controls;
- Principles and practices of cost and fixed asset accounting;
- Principles of supervision;
- GAAP, GASB and GFOA accounting standards and requirements;
- Research methods and statistical and financial analysis techniques;
- Principles and practices of supervision and training;
- Principles and practices of computer-based financial and accounting systems;
- Principles and practices of sound business communication;
- English usage, spelling, grammar and punctuation.

Ability to:

- Perform responsible professional-level accounting;
- Perform complicated mathematical calculations and analyses;
- Operate a variety of office equipment including computers and applicable software applications;
- Analyze and make sound recommendations for improvement;
- Develop and implement financial procedures and internal controls;
- Prepare clear, concise and comprehensive financial statements, reports and written materials;
- Exercise sound independent judgment within general policy guidelines;
- Write legibly;
- Speak clearly and distinctly;
- Work under moderate stress conditions;
- Supervise, train and evaluate assigned staff;
- Establish and maintain effective relationships with those contacted in the course of work;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in accounting, business administration, public administration, or a closely related field; a concentration in accounting or finance is highly desirable. Additional qualifying experience as described below may be substituted for up to two (2) years of the required education on a year-for-year basis.

Experience: Four (4) years of progressively responsible professional accounting experience, preferably including one year in a supervisory capacity; experience in a governmental agency is highly desirable.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid California Class "C" driver's license. For out of state applicants, a valid driver's license is required and a valid California Class "C" driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Senior Accountant

To: Principal Accountant

Job Description:

BOWC Approved:	<u>7/7/09</u>
Rev. BOWC Approved	<u>8/18/09</u>
	<u>11/4/2014</u>

Testing Standards:

Open/Dept Promo/CS Oral	
CSB Approved:	<u>7/14/09</u>