



# CITY OF HALF MOON BAY

## Job Specification

**Class Title: Senior Accountant**

**Status: Exempt**

**Department: Finance**

**Reports To: Finance Director**

**Employee Group: Confidential (Represented Management)**

**Adopted by City Council/Resolution Number: June 16, 2015**

**Modified:**

### DEFINITION

Under general direction, the Senior Accountant performs professional accounting and auditing work, records and reports financial transactions and provides budgetary control for assigned funds and City departments; reviews fiscal records; assists in the maintenance of the City's general accounting system; maintains the fixed asset program, and prepares state and federal reports and financial statements and analyses.

### SUPERVISION RECEIVED/EXERCISED

The Senior Accountant reports to the Finance Director. Responsibilities may include direct and indirect supervision of technical and clerical staff as assigned.

### IMPORTANT AND ESSENTIAL DUTIES

The Senior Accountant is responsible for, but not limited to, the following duties:

- Participates in the posting, balancing and reconciliation of the General Ledger and subsidiary accounts and City bank accounts.
- Controls budget for various City departments and projects determining if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems; provides analysis of available funds.
- Prepares work papers, financial statements and various reports for internal accounting and for Federal, State and other outside agencies.
- Prepares fund balance projections and review with operating departments.
- Makes journal entries and keeps balance sheets on all transactions to ensure maintenance of accurate accounting records.
- Prepares bank reconciliation and assists with year-close of City books. Provides support documentation, schedules, and reports, and provides other assistance during annual audits.
- Audits and processes payments for various contracts and miscellaneous expenses.
- Monitors and reports on the status of State and Federal grants; reviews and audits grant contracts, amendments and other documents to ensure grant compliance.
- Performs fixed assets accounting, monitors and maintains accurate and up-to-date records on City's fixed assets.
- Prepares investment activity summary and quarterly treasurer's reports.
- Maintains capital improvement project records, reflecting the accurate year-to-date project costs.
- Assists departmental personnel with proper expenditure coding, document preparation and other accounting related activities.
- Participates in fiscal and accounting work in connection with budget preparation, purchasing activities, payroll analysis as assigned.
- Supervises the City's payroll function.
- Keeps current on new regulations, develops effective procedures for financial operations and record keeping, and recommends or implements changes in accounting systems.
- May delegate, plan, direct and assign accounting work to lower level staff. May be required to train, coach, monitor and evaluate staff performance.
- Maintains effective working relationships with all levels of staff and with the public.

## KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB).
- Principles, practices, methods, procedures and techniques used in governmental accounting, financial administration and budgeting.
- Budget preparation and administration.
- Grant and fund accounting.
- Account analyses.
- Financial statement preparation.
- Auditing.
- Basic billing, and collection procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Principles of supervision, training, and performance evaluation.

### Skill to:

- Operate standard office equipment, including a computer and a variety of spreadsheet, word processing and software applications, including financial and accounting programs.
- Examine and verify financial documents, reports and transactions.
- Prepare a variety of financial statements, reports, and analyses.
- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.

### Ability to:

- Direct, coordinate and review the work of assigned staff.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze complex issues and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

## EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### Education:

Possess a Bachelor's Degree from an accredited college or university, with major course work in accounting, finance, business administration, or a related field; and

### Experience:

Four (4) years of governmental accounting and auditing experience which includes analysis or problem solving.

## PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in 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, carry, push, and pull materials and objects weighing up to 25 pounds.

## WORKING CONDITIONS

Working in a standard office environment is required in this position. The incumbent must travel to and from work site.

**LICENSES, CERTIFICATES AND REGISTRATIONS**

Possess a valid California class "C" Driver's License