

July 2007

City of Rocklin

SENIOR ACCOUNTANT

DEFINITION:

Under the general direction of the Chief Financial Officer, performs professional accounting work including the examination, maintenance, verification, analysis, and reconciliation of financial records; assists in developing and installing accounting systems; prepares accounting and auditing reports; performs other duties as assigned

CLASS CHARACTERISTICS

This is the advanced journey-level class in the professional accounting series. Incumbents at this level are distinguished from other classes in the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken and the amount of time spent performing these duties. Successful performance of the work requires knowledge of advanced governmental accounting practices and procedures, fund accounting, fiscal management, and technical and functional direction. This class is distinguished from Chief Financial Officer by the latter's full management and supervisory authority in planning, organizing and directing the full scope of operations within the Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Financial Officer. Exercises technical and functional direction over assigned staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews and approves accounting transactions for posting to City financial system and oversees reconciliation of the general ledger and subsidiary accounts.
- Assists in preparation of annual audited financial statements and footnotes; reviews auditor prepared sections
- Prepares numerous financial documents and reports and reviews financial documents and reports prepared by staff.
- Analyzes and reconciles expenditure, revenue, and balance sheet accounts; verifies balance and proper classification; reviews for compliance with all applicable generally accepted accounting principals, Federal, State and City rules, regulations and ordinances.
- Oversees components of the annual external audits; acts as a liaison between outside auditors and the City; coordinates reviews of City accounting and financial systems; assists the Chief Financial Officer with the most complex aspects of the audit.

- Oversees the preparation of various components of the annual City budget; assists the Chief Financial Officer with the most complex aspects of the budget.
- Researches and analyzes transactions to resolve financial and budget problems.
- Performs complex accounting and financial calculations and analysis.
- Performs a variety of responsible auditing functions as required and as assigned.
- Provides professional and technical guidance and training to Department staff in accounting, payroll and budget administration.
- Prepares comprehensive financial and payroll activity studies, statistics, statements and reports.
- Researches and analyzes technical transactions to resolve questions and validate data; assures fiscal accountability and fund integrity for transactions and supporting documentation.
- Coordinates technical and financial information and communications between the department, other City departments and external agencies regarding allocations and accounting issues.
- Recommends, interprets and implements accounting policy and internal control procedures.
- Assists Chief Financial Officer with special projects as required.
- Performs other duties as assigned.

QUALIFICATION

Knowledge of:

- Principles and practices of generally accepted accounting principals, advanced governmental accounting, public finance administration and budgeting, auditing, and reconciliation; federal and state regulations and guidelines as they pertain to municipal finance; municipal taxation and revenue management.
- Principles and practices of business organization and public administration.
- Modern office practices, methods and computer equipment.
- Computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person, in writing and over the telephone.
- Pertinent ordinances, resolutions and laws affecting municipal financial operations.
- Principles and practices of supervision and training.

Skill In:

- Preparing and reviewing financial and/or auditor statements, schedules and reports.
- Analyzing financial data and drawing sound conclusions.
- Analyzing situations accurately and developing effective courses of action.
- Understanding and carrying out a variety of complex instructions in a responsible and independent manner.
- Establishing and maintaining a variety of files and records.
- Organizing own work and the work of others, setting priorities and meeting critical time deadlines.
- Utilizing computerized spreadsheet and word processing systems, preparing clear, complete and concise financial statements and reports.
- Operating modern office equipment, including computer equipment and software programs.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Working on multiple projects with competing priorities effectively and in a timely manner; organizing and prioritizing timelines for self and others in an effective and timely manner.
- Performing independently in setting daily work priorities and solving difficult accounting problems.
- Evaluating and developing improvements in operations, procedures, policies or methods.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance or a related field and four (4) years of professional governmental accounting and auditing experience.

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability 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. 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, typewriter 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. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

ENVIRONMENTAL ELEMENTS

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.

FLSA STATUS: Non-exempt