



February 2018
FLSA: Exempt

SENIOR ACCOUNTANT

DEFINITION

Under general supervision, performs complex and responsible professional accounting work, including auditing, analyzing, and verifying financial records, preparing financial reports and statements in accordance with Generally Accepted Accounting Principles (GAAP), providing information to other TAM staff regarding accounting practices and procedures, and reconciling general ledger accounts; processes payroll and human resource data; maintains the accounting database system; participates in the preparation of various budgets; prepares year-end audit reports and schedules; assists with benefits administration; provides complex technical and responsible support to management in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Financial Officer. Exercises no direct supervision over staff. May exercise technical and functional direction and provide training to other agency 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.

- Provides complex professional and technical assistance in the administration and implementation of financial, revenue, budget, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, financial analysis, and reimbursement billings.
- Analyzes and reconciles balance sheet accounts and expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Coordinates monthly and year-end general ledger processing and closing; prepares journal entries with proper documentation; posts and balances general ledger accounts; ensures compliance and accuracy in accordance with GAAP.
- Coordinates and administers a wide variety of financial and accounting programs, including accounts receivable, accounts payable, reimbursement billings, investments, fixed assets, and payroll.
- Prepares monthly sales tax allocations and reconciles general ledger expenditures to ensure amounts are properly distributed.

- Participates in the compilation and preparation of annual budgets, including assisting other staff with budget preparation, providing revenue and expense projections, and monitoring expenditures.
- Participates in the preparation of audit schedules and reports for external auditors and provides assistance during the annual auditing process and program audits throughout the year.
- Reconciles asset, liability, revenue, expenditure accounts, reconciles bank statements to the general ledger and prepares technical transactions in compliance with all applicable Federal, State, and local laws, rules, regulations, and ordinances.
- Researches and analyzes financial data and develops, prepares and files a wide variety of financial reports and statements including the State Controller's Report.
- Reconciles data from the grant database to the general ledger.
- Coordinates, prepares, processes, and maintains payroll; receives, reviews, verifies, and processes time recording documents; prepares quarterly and annual tax reports and returns; ensures compliance with applicable Federal, State, and local laws, rules, and regulations.
- Assists with benefits administration, including maintaining flexible benefits accounts, processing enrollment and termination, and reviewing invoices and allocating benefits costs to appropriate accounts; prepares and reports pension and deferred compensation to providers.
- Prepares comprehensive financial and accounting activity studies, statistics, statements, and reports, including historical summaries, charts, graphs, and various memos and letters.
- Receives, reviews, and processes various reports and records including payment authorizations and checks, and receipts.
- Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government; provides professional and technical guidance and training to other staff in accounting processes and procedures.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting and finance.
- Provides support and vacation coverage for other accounting and administrative staff when needed.
- Assists management with special projects as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, procedures and methods of public and governmental accounting and financial analysis, including program budgeting and auditing, payroll processing, project accounting, other record keeping and the application to public agency operations.
- General principles and practices of data processing and its applicability to accounting and public agency operations.
- Payroll record-keeping, processing, and reporting and payment requirements of various State and Federal agencies and benefit providers.
- Basic principles and procedures of benefits administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Commission in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with contractors and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Commission staff.

Ability to:

- Analyze financial data and draw sound conclusions.
- Prepare accurate, clear, complete, and concise financial statements and reports in accordance with GAAP.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll and employee benefits records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll and employee benefits issues.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate mathematics, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted while working.

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, public/business administration, or a closely related field and five (5) years of responsible professional public accounting experience.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Certificate of Public Accountant License is highly desirable.

PHYSICAL REQUIREMENTS

Position of the mobility sufficient to work in a standard office setting and use standard office equipment, including computers and peripheral devices; vision sufficient to read printed materials and a computer screen; and hearing and speech sufficient to communicate in person and over the telephone. Exertion of up to 20 pounds of force occasionally, 10 pounds of force frequently, and a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects is required. Work involves sitting most of the time. Walking and standing are required only occasionally. Finger dexterity sufficient to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment is required. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

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.