

CITY OF COVINA
SENIOR ACCOUNTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs complex accounting functions; prepares journal entries and adjustment to the general ledger and subsidiary accounting ledgers, accounting analysis, financial statements, and internal audits; trains clerical staff; monitors professional and clerical staff ; assists in the planning, development and control of the City's accounting systems; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Accountant** is the advanced journey level professional class in which the incumbent is expected to perform the full scope of professional accounting duties with minimum supervision. Successful performance requires a thorough knowledge of governmental accounting procedures and the ability to exercise sound independent judgment. This classification is distinguished from the next higher classification of Accounting Supervisor in that the latter is responsible for the more complex and difficult duties within the Department and has direct supervisory responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Accounting Supervisor. Exercises functional and technical supervision over lower level accounting and clerical staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs complex accounting functions; prepares journal entries and adjustment to the general ledger and subsidiary accounting ledgers, accounting analysis, financial statements, and internal audits; trains clerical staff; monitors professional and clerical staff; assists in the planning, development and control of the City's accounting systems.
- Performs bank reconciliations for payroll, public liability, Workers' Compensation, general checking accounts, and payroll checking accounts; performs cash reconciliation; acts as the petty cash custodian.
- Prepares quarterly, monthly, and year end reports and schedules, which may include closing reports, monthly bank reconciliation reports, the Treasurer's Report, EDD Independent Contractor's Report, and the State Controller's Report.
- Prepares donation report to City Council.

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- Performs professional level accounting and budgetary analysis duties, including maintaining, developing and analyzing fiscal statements and records; prepares financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards; coordinates the annual budget process.
- Participates in the annual budget process; submits budget recommendations; assists with budget data input and layout; monitors expenditures; works with departments to collect budget information; inputs budget appropriation changes.
- Sets up blanket purchase orders; creates and maintains current purchase order system; reviews account coding from all departments on all purchase orders before they are processed; reviews city checks for accuracy and account coding; performs Utility Billing interface to current financial software; reviews and approves utility billing adjustments, and signs refunds; creates and maintains a vendor databases.
- Maintains fixed assets; prepares the Treasurer's daily ledger; reviews and posts all cash receipts; processes non-sufficient fund checks; sets up project grant ledgers; posts accounts receivable to the general ledger.
- Performs internal audits of the payroll, accounts payable, accounts receivable, utility billing, and revenue collection sections of the Finance Department; prepares records for the annual audit; supervises the annual audit; assists auditors in the review of the financial operations.
- Assists in the selection, training, instruction and review of assigned staff; develops and implements accounting systems, control and reporting procedures; reviews automated data processing systems and computerized financial systems; provides support and training on current financial software to all City employees.
- Recommends goals and objectives, implements policies and procedures; provides assistance to City departments and employees on accounting system management problems; provides professional advice and recommendations on accounting pronouncements, standards, policies and procedures; attends professional group meetings to stay abreast of new trends and innovations in the accounting field.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Accountant**. A typical way of obtaining the required qualifications is to possess three years of increasingly responsible professional municipal accounting and finance experience, and a bachelor's degree in accounting, business administration, public administration, or finance, or a related field, including courses in advanced accounting, auditing and cost accounting.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB); principles and practices of municipal government accounting, auditing, cost accounting, and budgeting; principles and practices of automated financial systems and project accounting; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Examine and verify financial documents, reports and transactions; prepare a variety of budgets, financial statements, reports and analyses; analyze, post, balance and reconcile financial data, ledgers and accounts; 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 a complex issue, 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.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications, including financial and accounting programs.