

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Accountant	Job Family: 2
General Classification: Management	Job Grade: 31

Definition: To perform the most complex and difficult accounting and auditing work of the unit; may supervise lower-level accounting and clerical employees.

Distinguishing Characteristics: This is the advanced journey-level class in the professional accounting series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including preparing sophisticated accounting reports and overall management of accounting modules (e.g., payroll, fixed assets, general ledger, etc.). Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Receives direction from the Accounting Manager and/or other department management staff.

May exercise technical or functional supervision over lower-level accounting professionals, clerical, and technical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Review, prepare, and oversee the preparation of fiscal and accounting reports, documents, and transactions for conformance with established procedures and controls; and prepare related financial statements and reports.
2. Conduct special research on financial matters as needed; conduct management audits on internal control policies for the City; perform complex special analytical projects for Finance and Administrative Services Director and Assistant Director; write staff reports to the City Council.
3. Coordinate activities and provide assistance to internal and external auditors; prepare year-end closing entries and reports.
4. Maintain and monitor Federal and State grants.

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5. Maintain accounting records of receipts, disbursements, and encumbrances affecting various funds and accounts for effective control of such funds and accounts.
6. Analyze existing accounting processes and procedures and prepare recommendations for their revision when necessary.
7. Reconcile accounts and prepare complex journal entries.
8. Prepare and submit State and or Federal reports as required.
9. Manage the preparation and distribution of payroll tax information to employees, City, State, Federal, and other agencies.
10. Review, interpret, and implement laws, regulations, memorandums of understanding (MOU), Fair Labor Standards Act (FLSA), tax laws, etc.
11. Manage and make adjustments to modules of financial system (e.g., payroll, fixed assets, general ledger, etc.).
12. Manage accounting and/or payroll processes.
13. Assist in budget preparation; may assist Budget Review Team.
14. Design procedures and methods and make recommendations for internal controls.
15. Monitor and close capital projects and assessment districts on an annual basis.
16. Participate in the development and installation of accounting and fiscal procedures and methods.
17. Assist in the development, maintenance, and distribution, as necessary, of current financial policies and procedures; assist in the preparation of written instructions for system use; and assist in the training of the system application.
18. Assist the Accounting Manager in his/her absence.
19. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Generally accepted accounting principles, particularly as they apply to governmental accounting; modern office techniques, methods, and office management; Federal, State, and City rules, regulations, and laws governing fiscal and accounting functions; modern office procedures, methods, and computer equipment, including Microsoft Office applications, accounting software, and database applications such as FileMaker.

Ability to: Prepare and analyze complex accounting and financial data and draw logical and sound conclusions; independently carry out complex accounting and auditing work; apply accounting principles and techniques to practical accounting, auditing, and financial problems; create reports, schedules, and supporting documents; correspond with outside contacts (banking institutions, government agencies, auditors) regarding City transactions, reports, or problem solving; interpret, explain, and train individuals as to existing payroll accounting, auditing, and fiscal policies and procedures; assist in the development and installation of new methods and procedures; check, prepare, and review detailed and complex financial and accounting entries and reports; establish and maintain effective working relationships with those contacted in the course of work; effectively utilize personal computers using Microsoft Office applications, accounting software, and database applications.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Four years of progressively responsible accounting and auditing experience, including some experience working in a lead capacity. A bachelor's degree from an accredited college or university, with major course work in accounting or related field. Specialized training in governmental accounting, a master's degree, and/or Certified Public Accountant is highly desirable.

Established: January 1994

Revised: October 2017

HRD/CLASS SPECS

Senior Accountant