

SENIOR ACCOUNTANT
\$38.5950 - \$49.2582 Hourly
\$76,263.72 - \$97,334.18 Annually

Class specifications are intended to present a descriptive list of the range of duties performed by Employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs professional accounting duties such as analysis, preparation, and maintenance of financial records and reports; provides lead support for payroll, accounts payable, business licenses, cash deposits, revenue accounting, and receivables; participates in accounting for special funds; maintains fixed asset records; performs difficult and detailed accounting analyses; responsibilities may include direct or indirect supervision of lower level professional, technical, and clerical personnel and performs related duties as assigned.

Contributes to the development of and monitors performance against the annual citywide budget; participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Finance Director. Provides training and is a back-up to technical and clerical staff.

ESSENTIAL FUNCTIONS

Essential responsibilities and duties may include, but are not limited to, the following:

- Supervises directly or indirectly professional and clerical staff engaged in such activities as accounts payable and accounts receivable; investments, cash receipts, revenue, collections, business licensing, and payroll.
- Participates in maintaining the City's General Ledger and special funds, including setting up accounts, reviewing general ledger accounts monthly, preparing and processing standard monthly and special journal entries; reviews entries for accuracy of account numbers and answering staff and department questions about appropriate accounts for charges of expenses; analyzes, verifies and reconciles accounts and records and processes adjusting entries; performs the reconciliation of City bank accounts and the resolution of discrepancies.
- Analyzes and reconciles expenditure and revenue accounts and identifies overspending of accounts and notifies department heads; processes transfers of expenditures and appropriations, including schedules of balance sheets, investments, cash balances, fund balances, revenue, expenditure and statistical reports.
- Provides backup, accounts payable, business licenses, cash deposits, revenue accounting

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- and receivables; reviews and approves all source documents to insure accuracy of account numbers, authorizations, and adequate account balances; when necessary, participates in the resolution of any accounting and operational problems.
- Accurately processes payroll and ensures all payroll, payroll taxes and insurances are paid timely.
 - Participates in the monthly and annual close of the City's financial records; prepares, reviews and analyzes relevant spreadsheets and the accuracy and appropriateness of adjusting and closing entries; provides assistance during the annual audit by the City's outside auditors.
 - Assists in the preparation of all City required financial reports; prepares statements and schedules; participates in preparation of the State Controller's Reports, Successor Agency to former Redevelopment Agency Reports, Statement of Indebtedness Report, Street Report, and the Housing and Community Development Report.
 - Assists in the development and preparation of all citywide budgets, providing information, projecting budget expenditures, and performing financial analyses. Publishes the approved budget and distributes to City Council, City Manager, Departments, and the general public.
 - Participates in accounting for the City's special assessment bonds, other bonds, including the preparation of all appropriate tax roll billings, monitoring of receipts and delinquencies, calculation of amortization, accruals for payment of principal, interest and supporting fees and the reconciliation of accounts.
 - Provide support in maintaining and insuring citywide adherence to internal control procedures and accounting standards. May perform internal control auditing of departmental revenue collections and petty cash funds.
 - Processes and maintains Citywide Developer deposits on a regular and timely basis. Identifies and reports any negative balance conditions to the appropriate department for resolution. Follows up and reports on status of resolution efforts.
 - Performs and maintains the accounting and financial reporting for the citywide lighting and landscape, and all special districts.
 - Performs and maintains the inventory on all City fixed assets and the systems and reports connected with fixed assets.
 - Provides information and assistance to departments on accounting and financial reporting issues.
 - Maintains all of the grants for the City.
 - Assists in the resolution of computer and systems related problems related to the City's financial system softwares.
 - Prepares a variety of special financial reports as needed and performs research studies, account analysis and special projects as assigned by management.
 - Performs related duties and responsibilities as assigned and/or required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of cost accounting; internal control and audit principles and practices.
- Laws and regulations relating to the financial administration of public agencies, redevelopment agencies, and electric utility agencies.
- City functions, including assessment and maintenance districts, grants-supported programs and capital improvement projects, bond issuance, and associated financial management and reporting issues.
- Principles and practices of information technology particularly related to the processing of accounting and financial information; the operations, requirements and codes of the City's general ledger system.
- City personnel rules, policies and labor contract provisions; principles and practices of effective supervision.

Ability to:

- Act as lead to direct and coordinate the work of lower level staff while at the same time be a team player and work collaboratively with other members of the Department.
- Operate a computer and word and spreadsheet software.
- Analyze and make-sound recommendations on complex financial data and operations.
- Understand, interpret, explain and apply City, State, and Federal laws regulating City financial accounting, reporting and recordkeeping
- Understand and accurately use the City's Chart of Accounts, system of accounting for special districts and funds, and oversee the maintenance and reconciliation of all general ledger account.
- Perform complicated mathematical calculations and analyses.
- Prepare clear, concise and comprehensive financial statements, reports and written

materials.

- Exercise sound independent judgment within general policy guidelines.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with all levels of City management and staff.
- Function appropriately in stressful times.
- Complete assignments in an accurate manner on a timely basis.
- Plan and evaluate financial procedures and systems and make sound recommendations for improvement.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience and Education:

Graduation from an accredited four-year college or university with major coursework in accounting or a closely related field, and considerable experience (three to four years) at a professional accounting level, preferably one to two years in a public agency or working as an auditor for governmental entities; supervisory experience is desirable; or any equivalent combination of training and experience that provides the knowledge, skills, and abilities listed above. Payroll proficiency and proficiency with H.T.E financial software is highly recommended.

WORKING CONDITIONS

- Ability to sit for long periods of time, stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone.
- Hearing and speaking ability sufficient to carry on a conversation with another individual (or group of individuals) in person and over the telephone.
- Visual ability sufficient to read and produce printed material and information displayed on a computer screen.
- Must be competent to write, spell and relate accurate information on incident and accident reports, as needed.

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Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employees Signature

Date

Supervisor's signature

Date