

City of South San Francisco  
Human Resources Department

**Senior Accountant**  
Class Description

**Definition**

Under general direction from Finance Director, Budget and Financial Manager, or Assistant Finance Director, performs the most complex accounting tasks, plans, organizes, coordinates, supervises and directs the day-to-day operations of the General Ledger or other accounting unit, including supervision of Accounting Assistants. May provide oversight and/or day-to-day supervision over professional accounting staff in the completion of accounting functions required by existing laws, regulations, policies, and procedures. Performs work of considerable difficulty in maintaining the City's general ledger and prepares key financial reports requiring comprehensive knowledge of City's municipal financial functions and automated municipal accounting systems. Performs related work as required.

**Distinguishing Characteristics**

This is the advanced level class in the professional accounting series. Incumbents in this class perform difficult and complex work involving City-Wide accounting systems and related aspects of financial management and provide day-to-day supervision and direction to Accounting Assistants and/or to one or more Accountants. It is distinguished from the lower level of Accountants by the complexity of work performed, by the lead role assigned to it, and by its supervisory responsibilities.

**Typical and Important Duties**

1. Plans, organizes, evaluates, trains, directs or performs, if required, the work of accountants in the various systems.
2. Analyzes existing accounting procedures and prepares recommendations for their revision when necessary.
3. Maintains special accounting records for City, State and Federal grant programs; prepares related reports and reimbursement claims.
4. Supervises the balancing and control activities in the keeping of the various City funds, plays a lead role in preparation of periodic financial statements including the City's Comprehensive Annual Financial Report.
5. Plays a lead role in maintaining the City's bank account records and related document.
6. Plays a lead role in maintaining the City's fixed asset system.
7. Participates in the development and installation of accounting and fiscal procedures and methods, monitors and evaluates those procedures and methods, and recommends changes when needed.
8. Assures completion of work in a timely and accurate manner.
9. Assigns and reviews work of staff.

10. Coordinates the annual independent financial audit and special audits by other governmental agencies, and takes a lead role in overseeing the work of other finance staff in meeting audit and year end financial reporting deadlines.
11. Schedule, coordinate, and assign the work of professional accounting staff.
12. Prepares or assists in preparation of performance evaluations of assigned staff.
13. Coordinate operations with other divisions or City departments.
14. May take a lead role in project work involving other departments.
15. May have lead responsibility for one or more areas of oversight of the financial system, including the general ledger, security, reporting, etc.
16. Provides cash flow forecast for City Treasurer.
17. Under general direction, may coordinate bond/debt endeavors.
18. Administer bond debt service and bond compliance work for the department.
19. May perform long term forecasts or rate analysis.
20. Provide information to outside agencies.
21. May attend meetings and make presentations to management and City Council.
22. Perform other duties as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Generally accepted accounting principles as related to governmental procedures.
- Cost accounting principles.
- General applications of information technology systems to accounting and analysis.
- Concepts and techniques of costing services and/or products.
- Investment principles and practices.
- Knowledge of laws, regulations, City Municipal Code, ordinances, and resolutions governing the fiscal activities of the city.
- Basic principles of supervision, training and evaluation.
- Laws regulating public finance and fiscal operations.

#### *Ability to:*

- Operate personal computer with proficiency including spreadsheet expertise and familiarity with financial systems software.
- Communicate effectively orally and in writing.
- Take initiative and be creative in order to accomplish objectives.
- Function effectively with minimal supervision.
- Work irregular hours as necessary to meet deadlines and achieve objectives.
- Work in a multi-task environment and coordinate several assignments simultaneously.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.

#### *Skill in:*

- Analyzing complex accounting, fiscal and functional data.

- Managing and organizing large amounts of data in an accurate and easily understandable manner.
- Accurately and effectively designing large, complex spreadsheets.
- Planning, organizing and prioritizing responsibilities so that projects and reports are completed in a timely and accurate manner.
- Performing financial analysis utilizing current technology comparable to that employed by City.
- Demonstrating sound judgment and providing unbiased advice in formulating recommendations.
- Collecting, interpreting and evaluating narrative and statistical data pertaining to fiscal and management matters and translating these results into coherent well-written reports with effective recommendations.
- Analyzing and understanding complex issues in an assigned area of responsibility and developing effective recommendations.
- Using independent reasoning to solve complex problems.
- Establishing and maintaining effective working relationship and demonstrating customer service orientation with peers, departmental representatives, elected officials, representatives of other governmental agencies and the public.
- Interacting effectively with strong personalities under pressure.
- Supervising in day-to-day functions and training other employees.
- Dealing tactfully and effectively with departmental officials, City employees, and other agencies.

### **Experience and Training**

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

*Experience:* Four years of increasingly responsible accounting work experience, including a minimum of two years of work directly associated with the coordination and preparation of Financial Statements.

*Training:* A bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field. A Certified Public Accountant is preferred and this certification may be substituted for one year of the experience requirement.

Advanced computer skills are highly desirable.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

### Special Requirements

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

*Work Environment:* Mobility to work in a typical office and/or field setting.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours or off-shift work for meeting attendance or participation in specific projects or programs.

Approved: July 2008  
Revised Date:  
Former Titles:  
Abolished:  
Bargaining Unit: Mid-management  
ADA Review: July 2008  
DOT: No  
Physical: Class 3  
Status: Classified/Exempt  
EEOC Category: EF1\EJ2  
Job Code: M

### ADA Documentation of Essential Duties

1. SDE
2. SAE
3. SDE
4. SDE
5. SDE
6. SDE
7. SDE
8. SDE
9. SDE
10. SAE
11. SAE
12. SDE
13. SAE
14. SDE
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19. SAE
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21. SAE