

CLASS SPECIFICATION

Senior Accountant
Code Number: _____

GENERAL PURPOSE

Under general direction, performs professional accounting duties of moderate complexity in the analysis, preparation and maintenance of financial records and reports for assigned accounts and funds; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Accountants perform technical accounting and financial analyses of moderate difficulty and complexity to provide accurate and timely financial reports to Commission management and to other governmental agencies to support sound decision making and ensure the fiscal integrity of agency programs, including those funded by other local, state and federal agencies or private entities. Work involves independent judgment and requires a thorough knowledge of accounting principles and practices and applicable accounting standards and requirements, as well as substantial familiarity with Commission financial management practices and procedures

Senior Accountant is distinguished from Accountant by the incumbents' responsibility for performing more complex accounting and analyses of greater significance and impact on the operations and management of the Commission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Independently performs technical and complex accounting work for assigned local, state and federally funded programs, including setting up, maintaining and reconciling general ledger accounts; verifies fund availability and recommends the establishment of Auditor's Certificates; verifies charges are made to appropriate program accounts; independently identifies discrepancies, conducts research and confers with program managers and funding source representatives to resolve problems.

Ensures encumbrances and payments are correct and in full compliance with all applicable fiscal and program contract requirements; tracks and monitors all charges made to designated program funds; prepares funding source requisitions and transfers; prepares periodic reports to funding sources; closes out completed programs, reconciling total expenses to authorized funding; approves the electronic draw down of authorized funds.

Prepares standard quarterly and annual financial statements and reports for designated funds and accounts, including footnotes, supporting schedules and working papers.

Works with staff of other sections to resolve technical accounting and reporting issues and problems.

OTHER DUTIES

May provide lead work direction and guidance to other Section staff; reviews the work of accounting support staff for accuracy and completeness.

Analyzes cost data and assists in performing special studies, analyses and projects as required by the Commission and outside funding sources.

Assists staff of other sections in conducting queries and generating special financial and accounting reports; designs and creates custom financial reports.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial and internal control and financial reporting; principles and practices of cost accounting; internal control and audit principles and practices; Accounting Standards and requirements applicable to Commission operations and funding sources; laws and regulations relating to the financial administration of public agencies; principles and practices of business data processing particularly related to the processing of accounting and financial information; the operations and requirements of the Commission's automated general ledger system; the uses of spreadsheets and other standard business software.

Ability to:

Operate a computer and utilize advanced functions of spreadsheet and other standard financial and business software; analyze and make sound recommendations on complex financial data and operations; evaluate complex accounting and financial reporting issues and make sound recommendations for their resolution; understand, interpret, explain and apply Commission, local, state, and federal laws and regulations governing Commission financial accounting, reporting and recordkeeping; understand and accurately use the Commission's Chart of Accounts; 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; establish and maintain effective working relationships with all levels of Commission management, employees, funding source representatives and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in accounting or a closely related field; and at least two years of progressively responsible professional accounting experience which was at least at the level of Accountant, preferably in a governmental agency; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Employees regularly lift up to ten pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with a high degree of accuracy; and interact with Commission managers, employees, funding source representatives and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.