

SENIOR ACCOUNTANT

DEFINITION

To plan, assign and review the work of assigned personnel engaged in the performance of a variety of professional accounting duties related to preparing financial statements, reviewing fiscal records, and monitoring financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing; to perform duties requiring specialized knowledge; and to provide administrative support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Accountant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including detailed analysis of financial transactions and forecasting and may provide direct supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

Exercise technical and functional supervision over lower level professional and technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of professional staff assigned to professional accounting and analysis duties including the preparation of financial statements, review of fiscal records, and monitoring of financial transactions.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Coordinate and lead the accounting for the City's capital assets ensuring compliance with City policy and government reporting requirements; analyze projects for construction in progress and capitalize additions once placed in service; work with departments to identify additions and retirements; reconcile capital assets and accumulated depreciation to general ledger to ensure records are balanced properly.

Research and implement new government accounting and financial reporting requirements and make recommendations for changes in policies and procedures to ensure compliance.

Senior Accountant

- 2 -

Participate in the design, testing and implementation of new technology systems and processes.

Review and analyze liquidity needs for cash flow and investments; forecast revenues and expenditures for future projects to ensure investment activities are maximized.

Develop, analyze and implement investment strategies; review investment recommendations from brokers; ensure proper documentation is filed in response to trade execution.

Import market prices for multiple portfolios; track and record investments and ensure investment activities are recorded.

Forecast, analyze, allocate and record interest earned on the City's investments.

Coordinate debt, debt activities, debt schedules, derivatives and interfund loan activities for the City and other City authorities; participate in debt issuance and financings; analyze debt and derivatives and work with City departments on debt related matters.

Track debt related activities to ensure compliance with debt requirements and Finance Department policies.

Assist in the preparation, analysis and review of estimated revenues, reimbursements, expenditures, fund balances and other budgetary accounts.

Oversee and monitor a variety of special assessment district fees and related fund accounting as related to community facilities (CFD), landscape and lighting (LLD), redevelopment and housing programs; prepare and administer the annual Levy budgets for the CFD & LLD districts; contribute and review CFD & LLD disclosure and tax reports; prepare, review and present staff reports and resolutions at council meetings and public hearings for the CFD & LLD districts; monitor CFD construction funds; monitor CFD district delinquencies.

Participate in the preparation of annual financial reports including, but not limited to, the City's Comprehensive Annual Financial Report (CAFR); review, reconcile, and prepare notes to the financial statements, supporting work papers, and other reports; respond to audit inquiries from external auditors and other governmental agencies.

Examine accounting transactions to ensure accuracy; correct financial records as necessary; analyze, verify, and prepare various financial reports and statements; assist in monitoring various accounts and verify availability of funds and accurate coding and classification of revenues and expenditures; research and analyze transactions to resolve problems.

Coordinate grants and related audits by monitoring, reporting and maintaining grant budgets, activities and expenditures, grant compliance documents and records; assist with financially related compliance issues.

Coordinate independent audits for separately issued financial statements, including Funds or other Agencies of the City.

Senior Accountant

- 3 -

Perform special analyses and reports as required by the City Council, management staff, and outside agencies; manage projects and special studies.

Recommend or implement changes in accounting systems and procedures; participate in operating a variety of automated office and computerized financial information systems and test various budgetary accounting programs.

Answer questions and provide information to the public and City departments; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.

Perform the most difficult and complex work related to assigned area of responsibility.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of generally accepted accounting practices including generally accepted accounting principles, governmental accounting standards board standards, and grant guidelines.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of governmental accounting, auditing, and financial reporting including generally accepted accounting principles, governmental accounting standards board standards, and grant guidelines.

Municipal debt, debt service, derivatives, interest rate swaps, credit ratings, arbitrage, underwriting, reserve funds, debt compliance, and debt financing.

Principles of cash flow forecasting and investment strategies.

Pertinent local, State and Federal laws, rules and regulations, especially as related to accounting, auditing, and grants.

Principles and practices of supervision, training and performance evaluations.

Ability to:

Independently apply accounting principles to accounting transactions and financial reports.

On a continuous basis, know and understand all aspects of the job; intermittently analyze financial data, workpapers, reports and special projects; identify and interpret technical and numerical information; observe and problem-solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze a variety of complex accounting and financial data.

Interpret and apply complex rules, regulations and laws pertaining to area of assignment.

Develop and present technical and analytical reports and presentations.

Analyze, evaluate and integrate business and/or systems processes and procedures to improve current practices and develop effective solutions.

Prepare a variety of financial statements, reports, and analyses.

Use a variety of personal computer applications in word processing, spreadsheet, database, and graphic presentation.

Monitor accounting activities relative to compliance with local, State, and Federal requirements and professional standards.

Assist in the review and implementation of new Governmental Accounting Standard Boards Standards.

Understand and ensure proper governmental accounting principles and practices, including fund accounting.

Review and ensure compliance with applicable local, State, and Federal laws, rules and regulations, especially as related to accounting and auditing.

Provide supervision over assigned staff; effectively train staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Senior Accountant

- 5 -

Experience:

Two years of professional experience performing duties similar to that of an Accountant II with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in accounting, finance or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of an active Certified Public Accountant (CPA) license is desirable.

11-07-20 Senior Accountant