CITY OF OCEANSIDE

JANUARY 2006
JOB CODE: 1500US
UNIT: UNREP-SUPV

SENIOR ACCOUNTANT

*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

Under general direction, performs the most complex accounting tasks; plans, organizes, coordinates, and directs the day-to-day operations of the Finance Division. Provides day-to-day supervision over professional accounting staff in support of the City's financial accounting systems or housing programs; to record financial transactions, conduct financial analyses and participate in budgeting functions. 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; and performs related work as assigned.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, organizes, evaluates, trains, directs or performs, if required, the work of accountants in the various systems; analyzes existing accounting procedures and prepares recommendations for their revision when necessary; maintains special accounting records for City, State, and Federal grant programs; prepares related reports and reimbursement claims; supervises the balancing and controls activities in the keeping of the various City funds, prepares periodic financial statements including the City's Comprehensive Annual Financial Report; maintains City's bank account records and related documents; maintains the City's fixed asset system; participates in the development and installation of accounting and fiscal procedures and methods; assures completion of work in a timely and accurate manner; assigns and reviews work of staff; coordinates the annual independent financial audit and special audits by other governmental agencies. Provides information to outside agencies; may attend meetings and make presentations; schedules, coordinates and assigns the work of professional accounting staff; and performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operations, services and activities of accounting programs, including financial reporting.
Principles, practices and theories of governmental accounting.
Basic principles of supervision, training and evaluation.
Principles and practices of general ledger preparation, maintenance and reconciliation.
Methods and techniques used in governmental accounting, public finance administration and budgeting.
Principles and procedures of financial record keeping and reporting.

Mathematical concepts involved in collecting, interpreting and analyzing numerical data.
Modern office procedures, methods and equipment, including computers and supporting word processing and spreadsheet applications.
Software applications utilized in accounting programs.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Perform professional level accounting duties in accounting and financial reporting.
Interpret and explain City policies and procedures related to finance.
Research data and prepare clear and concise financial reports.
Examine, complete and analyze detailed financial documents, forms and records.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
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 Qualifications

Experience:

Five years of increasingly responsible professional accounting experience, including two years of supervisory responsibility.

Training:

A Bachelor's degree, or higher, in accounting, finance, or business administration.
A Master's degree is highly desirable.

License:

A current, valid, California driver's license.

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens.

Physical Conditions:
Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.