



City of Newark, California

Class Code: 051  
WP Code: SRACCNT  
Established: 01-01-97  
Revised: \_\_\_\_\_  
EEO Code: P

## CLASS SPECIFICATION

### SENIOR ACCOUNTANT

#### POSITION DESCRIPTION

Nature of Work: Under general supervision, supervises day-to-day activities of various accounting functions; performs professional accounting work; provides information on accounting practices and procedures and on the City's computer-based financial system; examines, analyzes, and verifies financial statements and records; prepares financial and statistical reports; provides lead direction to other accounting staff; and performs related work as assigned.

Class Characteristics: this is the highest accounting class in the accounting series. It is a management-level class with leadership responsibilities in providing direction to assigned employees in the accounting division. The incumbent is responsible for ensuring that accounting activities are carried out in accordance with generally accepted accounting principles and that the accuracy and integrity of financial records are maintained. This position is also involved in the design, implementation, and maintenance of a computer-based finance system.

Essential Duties: Supervises professional, paraprofessional, and accounting clerical staff engaged in such activities as accounts payable, investments, and revenue and accounts receivable collections; maintains and supervises the maintenance of general ledger and subsidiary ledgers of various funds; performs year-end review of accounts, prepares adjusting and closing entries, prepared year-end financial statements; reconciles information produced by automated reporting systems awith accounting records; analyzes and reconciles expenditures and revenue accounts; processes transfers of expenditures and appropriations; prepares, analyzes, and verifies statements of financial conditions, including schedules of balance sheets, investments, cash balance, fund balance, revenue, expenditure and statistical reports; maintains assessment district records; prepares financial reports for other government agencies; makes estimates of and analyzes actual departmental expenditures in developing cost data for budgeting; participates in development of annual budget, 5-year forecast, and cash flow budget; assists outside auditors by locating records and explaining City policies and procedures; participates in the investment of City funds; advises users on City=s financial system; trains accounting staff and evaluates work of assigned personnel; may perform audits of franchises, transient occupancy taxes and business license taxes; may perform internal control auditing of all departmental revenue and expenditure activities. Makes presentations to supervisors, managers, City Council, civic groups, and the general public; conducts training programs on accounting/finance policies and procedures.

## SENIOR ACCOUNTANT

### QUALIFICATIONS

#### Knowledge, Abilities and Skills

##### Knowledge of:

Principles and practices of municipal government accounting and auditing.  
Principles and practices of financial administration including budgeting and reporting.  
Principles and practices of internal controls.  
Modern office practices, procedures, methods, and equipment.  
Laws regulating public finance.  
Principles of supervision, training, and performance evaluation.  
Mini and micro computers and related software such as word processing and spreadsheets.

##### Ability or Skill to:

Analyze, interpret and explain department and City policies and procedures, government regulations and accounting manuals.  
Develop, revise, install and utilize manual and automated accounting systems and procedures.  
Prepare varied financial statements, reports and analyses.  
Set workload priorities and meet deadlines.  
Prepare clear, concise, grammatically correct reports, letters, proposals and employee performance evaluations.  
Identify, research and solve a wide variety of work-related problems.  
Plan, supervise, and review the work of professional, paraprofessional and clerical personnel.  
Supervise, train, and evaluate accounting personnel.  
Prepare records for audit and assist auditors.  
Exercise sound independent judgment within general policy guidelines.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Represent the City effectively in meetings with management personnel, public officials, other employees and the public.

##### Experience and Training:

Graduation from a four-year college or university with a degree in the field of business with major course work in accounting or a closely related field and five years of progressively responsible governmental accounting work.

Special Requirement: Must possess a valid California driver=s license and have a satisfactory driving record.

**Probationary Period: 12 Months**

**FLSA: Exempt**