

CITY OF SAN JUAN CAPISTRANO

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

Incumbents are expected to perform a full range of duties with only minimal guidance. Incumbents at this level also possess technical or functional expertise, and exercise a high degree of independent judgment on diverse and specialized accounting projects. Work requires creativity and resourcefulness to accomplish goals and objectives. The Senior Account performs more complex accounting tasks and is required to have a higher level of knowledge and expertise in the areas of governmental accounting and budgeting.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Accounting Manager or Assistant Financial Services Director.

Participates in supervision and coordination of accounting personnel, work assignments and functions and provides functional and technical supervision to staff.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

1. Audits and analyzes accounting transactions; posts receipts to the general ledger including accounts payable and receivable, employee payroll, fringe benefits, oversees fixed assets and special assessment districts; audits journal entries.
2. Prepares a variety of financial reports on transactions; reconciles bank accounts; prepare cash control.
3. Develops and reconciles complex special fund budgets and accounts. Assists in the preparation and monitoring of department operating budget and prepares and processes budget adjustments as needed.
4. Assists with the annual audit; coordinates with the auditor; provides financial statements and records. Performs internal and/or field audits. Conducts research, develops custom reports and provides complex analysis to respond to outside auditor requests. Prepares and submits reports of audit analysis.

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5. Performs data analysis for monthly reports and special funds. Compiles and prepares financial statements, general and subsidiary ledgers and supporting schedules. Prepares notes, narrative reports and balance sheets for the CAFR and assists in the preparation of the annual State Controller's Report and annual Street Report. Develops financial system reports and data summaries for distribution to departments and auditors, as well as other reports on a variety of financial matters.
6. Prepares year-end financial reports; analyzes revenue and expenditure reports; summarizes discrepancies. Prepares Single Audit, Housing Authority and Successor Agency Reports.
7. Assists in the development, implementation and modification of accounting systems and programs; writes computer programs; recommends modifications as appropriate.
8. Oversees the maintenance and updating of accounting systems; ensures compliance with mandates and guidelines.
9. Maintains knowledge of generally accepted accounting principles, Governmental Accounting Standards Board Pronouncements and financial reporting concepts, standards and procedures, applicable rules, laws and recent developments.
10. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Professional accounting principles and practices.
Principles and procedures of financial record keeping and reporting.
Principal practices of budget preparation and monitoring.
Accounting hardware and software systems.
Modern office procedures, methods and equipment including computers.
Pertinent Federal, State and local codes, laws and regulations.

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Skill in:

Exceptional customer service.
Demonstrating good judgment and high moral and ethical standards.
Ability to effectively supervisor subordinates.
Performing a variety of professional accounting duties.
Understanding and interpreting accounting principles and practices.
Preparing and interpreting a variety of financial statements, reports and analyses.
Operating a computer including a variety of accounting software programs.
Overseeing broad administration of the accounting functions.
Working independently in the absence of supervision.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

A minimum of two to five years of governmental accounting experience or equivalent combination of training and experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; visual acuity for reading numerical figures.