

City of San José
CLASS SPECIFICATION

Title: Senior Accountant (1235)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Exempt

CLASS SUMMARY

Under direction, performs professional accounting work within an assigned fiscal program area; work assignments include central finance and/or departmental accounting; supervises and/or leads the work of professional, technical and clerical staff. Supervises the balancing and control activities in the maintenance of the City's general ledger, prepares periodic financial statements and reports. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the Accountant classification series responsible for performing difficult work in accounting and related aspects of financial management, or leading/supervising the work of professional, technical and clerical positions. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned fiscal program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from Accountant II, the next lower class, in that incumbents of the latter perform accounting work of moderate difficulty and do not supervise other professional accountants. This class differs from Supervising Accountant, the next higher class, in that incumbents at that level supervise City-wide accounting systems.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education

Completion of a Bachelor's Degree from an accredited college or university in Accounting, Business Administration, or related field, including at least 18 semester units in accounting subjects.

Experience

Four (4) years of experience at the working level of a professional accountant.

Acceptable Substitution

None

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Analytical Thinking - Approaches a problem or situation by using a logical, systematic, sequential approach

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- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan.
- Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY *
1.	Supervises the City's central payroll system, ensuring a timely and accurate payroll with the ability to control the accuracy of the accounting for labor charges.	Daily
2.	Develops fiscal reporting systems that are reflective of complex operational costs and provides accurate and timely management information for use in the management and administration of the Finance Department and other City departments.	Daily
3.	Supervises the City's equipment fixed asset system, including the maintenance of a record of equipment inventory transactions; supervises and trains departmental staff; capitalizes land, building, and infrastructure costs; ensures an up-to-date and accurate record of the City's fixed assets.	Daily
4.	Assures compliance with a variety of regulations and procedures which control the timely flow of funds and grant monies supporting capital expenditures, contracts, operating costs, or other financial obligations.	Daily
5.	Supervises subordinates and other staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.	Daily

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6.	Supervises the balancing and control activities in the keeping of the City's and departmental general ledger, prepares periodic financial statements including the City's annual financial statements; maintains compliance with the requirements of the general ledger and ensures that financial statements/reports are compliant with laws, statutes, rules, and regulations as prescribed within the City Charter and other governing authorities, and with professional accounting standards.	Daily
7.	Oversees and performs duties in reconciling the City's banking and loan fiscal operations; ensures bank documents reconcile to control documents, and that the City's loans receivable balances are properly documented and accounted for.	Daily
8.	Reviews and prepares a variety of fiscal documents specific to assigned department or function including responses to Public Records Act requests, required reports from external government agencies and other requests.	Daily
9.	Manages the accounting and financial reporting of commercial paper and bond financing programs.	Daily
10.	Leads the interim and year end audits, including monitoring, coordination, and preparation of audit schedules, explanation of financial policies, procedures, and other relevant information to the external auditors.	As Required
11.	Participates in the preparation of various budget documents that validate that funds are available from appropriate sources to pay approved expenditures and ensures the availability of funds to satisfy approved expenditures.	As Required
12.	Assists in the preparation of a variety of departmental and City financial reports including the City's Comprehensive Annual Financial Report (CAFR) annual financial reports as well as and other State and Federal reports; ensures compliance with existing statutes and generally accepted accounting principles; analyzes, interprets and evaluates complex financial data; prepares Indirect Cost Allocation plans; reconciles fund and cash balances; prepares notes and schedules for the CAFR; ensures the City's loans receivable balances are properly documented and accounted for.	As Required
13.	Coordinates with external CPA firms and government audit agencies to implement changes, as necessary, to accounting procedures and methods to ensure compliance with generally accepted accounting procedures; provides analytical explanations for the calculation and fluctuation of the financial activities for assigned program area.	As Required
14.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

- In an office environment, possess ability to:
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;

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- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY *Created 3/80, Rev. 12/83, Rev. 11/86, Rev. 8/97, Rev. 09/17; Rev. 10/18; s003*