

**City of San José**  
**CLASS SPECIFICATION**

**Title: Principal Accountant (1257)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Varies	Varies	Exempt

**CLASS SUMMARY**

Under general direction, performs complex work of considerable difficulty in accounting and financial analysis. Responsibilities include the management and supervision of a major functional area of the Finance Department Accounting Division. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are currently assigned to the Finance Department Accounting Division, reporting directly to the Deputy Director of Finance-Accounting. This class is the highest level class in the Accounting and Related Services series and is distinguished from the Supervising Accountant class in other City departments in that incumbents have a more complex scope and deeper level of responsibilities in managing and supervising a major functional area as compared to that of the latter class.

**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 with an emphasis in Accounting, Finance, or a closely related field, including eighteen semester units of accounting.

**Experience**

Five years of increasingly responsible professional experience in accounting or financial management including two years of supervising professional accountants.

**Acceptable Substitution**

None

**Licenses/Certificates**

Possession of a valid State of California driver's license authorizing operation of a motor vehicle in California.

**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; demonstrates knowledge of generally accepted accounting and auditing principles (GAAP), including governmental accounting as established by the American Institute of Certified Public Accountants and Government Accounting Standards Board.
- 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.	<b>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:</b>	FREQUENCY *
1.	Plans, organizes, and directs the work of assigned Accounting Division staff in directing the accounting, financial reporting, and analysis for the City.	Daily
2.	Provides professional and technical advice and recommendations on accounting pronouncements, standards, policies, and procedures.	Daily
3.	Provides assistance to City departments regarding City accounting policies and procedures and in resolving accounting and financial problems.	Daily
4.	Supervises a functional area of the Accounting Division to ensure completion of assignments in a timely and accurate manner.	Daily
5.	Facilitates fiscal controls and compliance with generally accepted accounting principles by the City and its related entities.	Daily
6.	Assists in the preparation of the City's financial reporting activities and coordination of audits.	Daily
7.	Develops, implements, and evaluates fiscal policies, procedures, and practices and initiates action for improvement.	Daily
8.	Reviews and approves accounting transactions for input to the various financial systems of the City and its related entities and departments.	Daily
9.	Provides advice and assistance for the management and administration of the Accounting Division resources, both personnel and non-personnel.	Daily

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10.	Coordinates the work of assigned staff, their tasks, and the interfacing with other organizations.	Daily
11.	Directs and participates in complex fiscal, financial, and accounting problems which have significant impact on the City's financial condition and/or operations, as assigned.	Daily
12.	Analyzes the impact of GASB pronouncements on the City's financial statements, development of a plan for implementation, and implementation of these GASB pronouncements in a timely manner.	As Required
13.	May serve as the Acting Deputy Director of Finance-Accounting or represent the Deputy in the incumbent's absence.	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;
- 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; s002*