



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

SENIOR ACCOUNTANT

DEFINITION

Under general supervision of the Finance Director, the incumbent in this classification performs professional accounting, auditing, and financial analysis work in support of a broad range of City financial functions; provides first-line supervision to support staff; performs related work as required.

EXAMPLES OF DUTIES

- Performs responsible accounting and auditing work in specified financial areas as assigned, for example, prepares journal entries and balances, maintains the City's general ledger, and reconciles accounts.
- Assists in the preparation, implementation, and control of annual operating and capital improvement budgets.
- Reviews policies, procedures, and practices in the areas of licensing, revenue collection, purchasing, accounts payable, payroll, and similar areas of operation and control to improve efficiency and effectiveness; recommends and implements improvements.
- Reviews business data processing applications and recommends and implements improvements; may be required to convert manual processes into automated systems.
- Plans, organizes, staffs, directs, and controls the work of support staff including the monitoring, evaluation and revision of work assignments.
- Answers questions from City staff, contractors, vendors, and others regarding the activities of the department.
- Assists auditors in auditing the City's accounting and reporting systems.
- Review and document job performance and provide employees with counseling to improve or remedy performance.

QUALIFICATIONS

Knowledge Of:

Principles, practices, procedures, and terminology in the fields of accounting, bookkeeping, and budgeting; principles and practices of municipal accounting, auditing, financial analysis, and budgeting; principles and methods of supervision; basis principles of business data processing, purchasing, and risk management; techniques for procedures analysis and modification; information systems, data storage, access, and retrieval.

Ability To:

- Perform responsible and varied accounting and financial support work; analyze, interpret, and apply policies, procedures, rules and regulations.
- Prepare, verify, analyze, audit, and reconcile complex financial and accounting documents, records, and reports.
- Develop and maintain effective working relationships with those contacted in the course of work.
- Analyze situations accurately and use independent judgement within established guidelines; provide first-line supervision to technical and office support staff.
- Prepare statistical analyses and reports; conduct research and prepare recommendations regarding legislative, budgeting, purchasing, and other activities impacting department and city finance.
- Meet the physical demands of the job.

OTHER REQUIREMENTS

A typical means of gaining the required knowledge and abilities is:

Equivalent to graduation from a four-year college with major course in accounting, business administration, or a closely related field, and three years or relevant, professional accounting experience with at least one year in a lead or supervisory capacity.