

SENIOR ACCOUNTANT

DEFINITION

To plan, organize, direct and supervise assigned accounting operations within the Finance Department; to perform the more complex professional accounting duties in support of department and City operations and activities; write technical and informational reports, and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the professional Accountant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, and independence of action taken, and the amount of time spent performing the more complex duties. Employees perform the most difficult and responsible types of accounting duties assigned to classes within this series, which includes providing direct supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures and regulations related to assigned areas of responsibility.

SUPERVISION RECEIVED

Receives general direction from the Accounting Manager.

SUPERVISION EXERCISED

Exercises direct supervision over assigned professional and technical accounting staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Recommend and assist in the development and implementation of Accounting Division goals and objectives, and establish schedules and methods for assigned operations.

Recommend and assist in the development and implementation of financial policies and procedures, including developing standards for cash handling and fraud prevention procedures; monitor and evaluate internal controls in accordance with standard audit requirements.

Plan, supervise, review and train the work of assigned professional and support staff

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Prepare Federal, State and other governmental reports including financial and project reports.

ESSENTIAL DUTIES (continued)

Coordinate/prepare the timely remittance of debt service payments; maintenance of accounting for the Hayward Redevelopment Successor Agency and Successor Housing Authority

Oversee, review and/or prepare journal entries; perform review of bank reconciliations and reconciliations of general ledger control accounts with subsidiary accounts.

Review accounting documents to ensure accuracy of information and calculations, and make or ensure that any necessary corrections are made.

Prepare financial statements, financial reports, and financial analyses, including cost and rate studies as requested.

Prepare, analyze and/or review estimated revenues, reimbursements, expenditures, fund balances and other proprietary and budgetary accounts.

Review and/or implement the City's cost allocation plans in compliance with federal regulations, and review budgeted cash transfers for internal costing and charging purposes.

Prepare or review quarterly payroll and sales tax returns.

Assist in the implementation of new accounting systems and procedures.

Assist with the preparation and management of the division's budget.

Examine documentation to ensure the accuracy of information and calculations.

Coordinate schedules and work papers for the City's external auditors.

Prepare/coordinate annual financial reports, grant reporting, and statistical data for the City's Comprehensive Annual Financial Report (CAFR).

Research and oversee implementation of technological changes/improvements in processing and reporting methods, including new Governmental Accounting Standards Board (GASB) Statements.

Research and prepare technical and administrative reports and council and director communications; prepare written correspondence.

Answer questions and provide information to the public and City departments; research and respond to the more difficult requests for information and/or clarification.

Serve in the absence of the Accounting Manager.

ESSENTIAL DUTIES (continued)

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Follow City policies and procedures.

Work in a safe manner.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Generally Accepted Accounting and Auditing principles and practices for municipal governments

Principles of supervision, training and performance evaluations.

Cost accounting; internal control mechanisms; fixed asset accounting and budgeting.

Principles of municipal investment and debt administration.

Budgeting principles and practices and the differences between budget-basis accounting (when the budget is not based on GAAP) and accounting based on GAAP.

Pertinent local, State and Federal laws, ordinances and rules.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database and graphic presentation.

Effective oral and written presentation techniques and practices.

Principles and practices of good customer service.

Principles and practices of work safety.

Ability to:

Organize, implement and direct a variety of financial operations.

Review, analyze and interpret complex financial statements, reports, transactions and records.

Complete accurate financial calculations and verify the accuracy of accounting and financial data.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Develop and recommend policies and procedures related to assigned operations; interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Review, understand, and apply complex laws, regulations and policies .

Conduct complex financial analyses; prepare a variety of complex financial and administrative reports and documents.

Supervise, train and evaluate assigned staff.

Maintain confidentiality of information.

Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.

Work with various cultural and ethnic groups in a respectful, tactful and effective manner.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible professional accounting and financial work experience preferably in a governmental or public agency setting, including supervisory experience

Education: Possession of a Bachelor's degree from an accredited college or university with major course work in accounting, finance, or a related field.

License and Certificates: Possession and maintenance of, or ability to obtain, a valid driver's license may be required. Proof of adequate vehicle insurance and medical clearance may also be required. Possession of a Certified Public Accountant license is highly desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 25 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One year

749CS12

August 2012

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt