CITY OF CAMARILLO

Senior Accountant	Job Code: 603 FLSA: Exempt

*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.*

SUMMARY DESCRIPTION

Performs a variety of advanced level professional accounting, auditing, and statistical work involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains computerized accounting systems and financial records to facilitate the retrieval of reliable and useful financial information to be used for internal budgeting, planning, and cost control purposes as well as external reporting of verifiable information; and provides highly responsible staff assistance to assigned management staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepares, maintains, analyzes, verifies, and reconciles complex financial transactions, statements, records, and reports; reconciles assigned accounts and makes adjustments as necessary.

2. Audits adjusting journal entries and budget adjustment journal entries to verify documentation, authorization, and accuracy of the accounts used and amounts being adjusted; updates entries to the general ledger.

3. Closes accounting periods in accounting systems; prints month-end reports for distribution to end users.

4. Assists in the preparation of the Comprehensive Annual Financial Report, State Controller reports, and related year-end financial statements, schedules and reports; prepares and verifies the accuracy of year-end financial statements for use in preparation of the Comprehensive Annual Financial Report; prepares annual State Controller reports for submittal utilizing State Controller supplied software and the City's year-end financial reports.

5. Prepares schedules and reports for use by external auditors; verifies information and provides documentation as required by auditors.

6. Serves as liaison to accounting system users; provides information and training in using the system; answers users questions; assists in updating procedural steps for users; verifies reliability and auditability of information input by users.

7. Creates and maintains reports in various software programs for use in gathering and/or verifying accuracy of periodic reports to provide information and reconcile accounts.

8. Implements Comprehensive Annual Financial Report financial reporting software to streamline preparation of annual financial reports used in the Comprehensive Annual Financial Report; creates and maintains reports; verifies accuracy of report information.

9. Performs year-end procedures in accounting software; verifies that all accounts have been adjusted as necessary; performs year-end procedures to close the accounting year and roll necessary items to next fiscal year including budgets, remaining encumbrances, remaining project budgets, and all balance sheet items.

10. Serves as a liaison to other departments and staff; answers questions and provides accounting information to operating departments as required.

11. Performs specialized accounting for capital and expenditure projects and capital funding source records; performs interest calculations; journalizes and maintains records of interest applied to capital funding sources.

12. Maintains capital expenditure and funding source matrix to assist with budgeting, tracking, and year-end reporting for internal users and auditors.

13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipal accounting program.
Theory, principles, and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
Data processing applications related to accounting and budgeting procedures and practices.
Principles and practices of automated financial systems.
Principles of municipal budget preparation and control.
Grant accounting.
Principles and procedures of record keeping.
Principles of business letter writing and report preparation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Independently perform the most difficult professional accounting assignments.
Examine and verify financial documents, reports, and transactions.
Prepare a variety of budgets, financial statements, reports, and analyses.
Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
Analyze and draw conclusions from financial data.
Interpret financial data and recognize accounts that need detailed investigation.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Participate in the preparation and administration of assigned budgets.
Prepare clear and concise reports.
Analyze complex issues, evaluate alternatives, and reach sound conclusions.
Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
Plan and organize work to meet changing priorities and deadlines.
Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
Work cooperatively with other departments, City officials, and outside agencies.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or related field.

Experience:

Four years of increasingly responsible professional accounting experience including two years in a public agency at a level comparable to an Accountant with the City of Camarillo.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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Johnson & Associates