

CITY OF SIMI VALLEY

SENIOR ACCOUNTANT

*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

Under direction, performs advanced-level, responsible professional accounting work including the maintenance, analysis, and review of complex financial records; accounts for the City's grants; prepares various reports and financial statements; and performs a variety of technical tasks relative to assigned areas of responsibility.

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. Account for the City's grants; prepare and file required reports; review and ensure compliance with grant specifications and appropriate reporting for financial statement presentation.
2. Perform advanced level professional accounting work including the maintenance and review of complex financial records; prepare various annual and quarterly financial and statistical reports.
3. Perform complex analyses of revenue and expenditure reports and balance sheet accounts; prepare and/or audit necessary journal entries.
4. Prepare and/or review annual depreciation, accounts payable and receivable accrual schedules; run depreciation programs; review cash receipt and payment postings, including grant related financial information.
5. Review and reconcile subsidiary ledgers and make adjustments as needed to the general ledger.
6. Prepare and/or audit bank reconciliations; review the integrity of the reconciliations such as open items and account balances.
7. Prepare assigned financial statements and auditing activities with external auditors and other agencies; prepare reports as necessary.
8. Provide recommendations and an implementation plan to make necessary changes to the City's financial reporting; remain informed of new governmental accounting standards.
9. Select, train, and motivate assigned accounting personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Manage the maintenance, modification, operation, and implementation of assigned module(s) on the City's Enterprise Resource Planning (ERP) System; identify and resolve ongoing functional and technical issues; coordinate and test system modifications; recommend operational and procedural changes to the system as necessary.
11. Test complex system upgrades on a quarterly basis; analyze data to determine impact on assigned module(s).
12. Provide technical support to end users; respond to end user requests for information on system use; investigate, troubleshoot and resolve end users problems; develop, coordinate, and test system modifications to address user needs; maintain system and end user documentation and procedures; coordinate and conduct training sessions as necessary.
13. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

14. Serve as backup for other department accounting functions.
15. Perform 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:

Advanced principles, practices and theories of governmental accounting.
Grant accounting compliance reporting and financial statement presentation.
Redevelopment accounting.
Advanced methods and techniques of auditing.
Generally accepted accounting principles.
Principles and practices of accounting for capital assets in a governmental environment.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.
An Enterprise Resource Planning (ERP) System.
ERP processing requirements and software configurations.
Advanced characteristics of large computerized financial systems.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Analyze and resolve complex financial issues.
Apply accounting principles and procedures to a variety of transactions.
Interpret and apply pronouncements of authoritative organizations in the field of government finance.
Perform a variety of advanced level professional accounting duties.
Prepare accurate and complete accounting transactions.
Interpret, explain and enforce department policies and procedures.
Research data and prepare clear and concise financial reports.
Perform cost depreciation and auditing functions.
Operate office equipment including computers and supporting word processing, spreadsheet, database, and other specialized applications related to area of assignment.
Adapt to changing technologies and learn functionality of new equipment and systems.
Perform information services system troubleshooting as required.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective 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:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

Experience:

Three years of increasingly responsible professional accounting experience. Experience working with an Enterprise Resource Planning (ERP) System is highly desirable.

License or Certificate:

Certification as a Certified Public Accountant (CPA) is desirable.

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: Standard office setting; exposure to computer screens.

Physical: Sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: December 2003
Johnson & Associates

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