



CITY OF CHINO

Senior Accountant

Definition:

Under the direction of a management level employee, performs advanced and complex professional accounting functions involved in compiling, preparing and monitoring a wide variety of accounting activities; leads, oversees, and coordinates the work of lower level staff; and, performs duties relative to the assigned area of responsibility. Performs other related work as assigned.

Class Characteristics:

This is the advanced journey level class in the Accountant series. Positions at this level are distinguished from other classes within the series by the type of responsibility assumed and the complexity of duties performed. Employees in this class assume significant responsibility for the compilation and preparation of the City budget, and oversee and coordinate the work of lower level staff. Incumbents at this level are required to be fully trained in all procedures related to the assigned area of responsibility. The Senior Accountant provides complex accounting support to the City, ensuring that day-to-day accounting and fiscal activities are in conformance with accepted standards, and appropriate laws and regulations. Successful performance of the work requires a thorough knowledge of public agency accounting procedures and the ability to exercise sound independent judgment within established guidelines.

Essential Functions:

- Assist management staff in establishing and directing City-wide policies and procedures related to financial transactions and financial reporting.
- Coordinate a variety of detailed accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation of source data.
- Conduct and/or coordinate internal/external audits of financial records; examine, analyze, and verify documents to ensure adherence to established internal controls and accepted professional standards.
- Perform bank account reconciliations, verifying accuracy of recorded transactions; prepare related work sheets, cash balances, proofs, and other schedules; supervise or prepare daily cash flow analysis.
- Recommend and assist in the implementation of new or revised accounting systems, procedures, and records; may participate in the development of computerized programs for various accounting analysis.
- Supervise and review the work of fiscal and clerical personnel in making entries, reconciliations, and performing other fiscal recordkeeping work.
- Make complex or difficult adjusting entries affecting several sub-systems of an accounting system; assist in closing the City's financial records at the end of the accounting period; prepare a variety of related reports.
- Administer recordkeeping regarding investment of surplus funds and other financial management programs.

Senior Accountant

- Coordinate control of grant revenues and expenditures; capital expenditure projects, and fixed assets with other City departments; ensure the accurate accounting of all related fund activity.
- Act as a liaison to other City personnel, auditors, other agencies, and the public regarding accounting activity.
- May participate in the selection of subordinate staff; provide or coordinate staff training; and, work with employees to correct deficiencies.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in business administration, accounting, or a related field (desirable).

Experience:

- Two years of experience in accounting or a related field and some lead or supervisory experience.

Considerable knowledge of:

- Principles and practices of accounting and auditing, including governmental accounting and budgeting.
- Data processing systems/applications related to accounting and budgeting procedures and practices.
- General office procedures.

Ability to:

- Operate a computer and use a variety of software programs.
- Prepare and present detailed reports.
- Prepare and maintain accurate records.
- Analyze and interpret data.
- Exercise sound independent judgment within established guidelines.

Senior Accountant

- Interpret, understand, explain, and apply related codes, laws, policies, and procedures.
- Supervise and coordinate the work of subordinate staff as assigned.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Work safety and efficiently.
- Deal tactfully and courteously with internal and external customers.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

SBPEA (Professional, Technical and Clerical)

Revised: 07/23/13

Replacing Senior Accountant classification specification 10/27/06.

\\Ch0crfs01\hr\Job Descriptions\Current Versions\Finance\Senior Accountant 07232013.doc