

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: SENIOR ACCOUNTANT
DEPARTMENT: FINANCE
REPORTS TO: CONTROLLER

JOB CODE: 1125
DATE: 2/08

JOB SUMMARY:

Under the direction of the Controller, provides internal audit and control activities as well as a full range of accounting cycle services with concentration in the following areas: Drafts new/revised accounting policies and procedures; Tracks and reports the City's capital assets, impact fees, and capital projects; Prepares reports and files payroll taxes.

ESSENTIAL JOB FUNCTIONS:

Enforces the system of internal controls.

Conducts internal audits; directs and applies audit sample techniques; analyzes internal controls; examines financial records, procedures, and administrative controls; prepares flowcharts, tables, graphs, and other exhibits to aid in the presentation of audit findings.

Makes recommendations concerning changes when current accounting or control procedures do not achieve the desired results or are no longer appropriate.

Reviews working papers and draft audit reports; ensures compliance with policies and accuracy of information; prepares and presents final audit report to the City Internal Audit Committee.

Works with outside auditors to reconcile discrepancies or to support the external auditing function.

Prepares and enters journal vouchers as needed.

Manages the capital and fixed assets accounting functions; ensures the accuracy of the fixed assets sub-ledger and the capital and fixed assets general ledger accounts.

Identifies and maintains records of city-owned equipment, buildings, and other property; records description, value, location, and other pertinent information; conducts periodic inventories; examines records to determine that acquisition, sale, retirement, and other entries have been made; summarizes statements reflecting appreciated and depreciated values on an annual basis; prepares schedules for amortization of buildings, improvements, and equipment; develops and recommends property accounting methods to provide effective controls.

Maintains the city's fixed asset accounting software system.

Develops and evaluates operating policies and procedures, including appropriate forms.

Develops and conducts training programs for employees to better understand changes in policies and procedures.

Monitors compliance with policies and procedures and facilitates remedies for non-compliance.

Initiates policy review and updates as mandated.

Provides accounting for the city's impact fees, inventories, capital projects, and the Medicare Retirees Drug Subsidy Program.

Prepares spreadsheet of all the City's capital projects and works with staff in various departments to determine those to be closed; prepares annually the resolution for council to transfer amounts to other existing accounts, or accounts in the new fiscal year, and lists accounts to be closed.

Prepares reports/draw downs for the Medicare Retirees Drug Subsidy Program, and for any other grants as directed by the Controller.

Oversees the tax administration and compliance function.

Prepares quarterly and annual federal and state payroll tax returns; examines payroll accounts; records and computes taxes owed; ensures that the city complies with periodic tax payment, information reporting, and other taxing authority requirements; represents the city before taxing bodies.

Prepares account reconciliations and analysis associated with monthly close, including Beneflex/Netflex accounts, capital project accounts, postage account, and credit card fees.

Downloads/updates financial data into the budget system on a weekly basis.

Develops and maintains schedules and work plans, including flow charts.

Prepares or participates in the preparation of a variety of annual, monthly, and special reports.

Monitors financial activity of the various city funds, departments, and other city business partners; appraises the Controller and Finance Director of performance.

Reviews financial contract/lease terms and administers for collection; analyzes compliance with contract/lease terms including additional or new amounts due the city; provides financial evaluation of private party financial condition as current and potential City business partners/vendors.

Performs research on financial, budgetary, and accounting matters, including activity-based costing, job cost, and cost analysis.

Produces and maintains timely and accurate proforma financial and budgetary statements.

Renders advice on the proper accounting treatment and services to be accorded the activity of the various departments.

Assists with year-end audit.

Develops schedules, tables, and analysis associated with the production of the annual financial statements.

Assists in the preparation of budgets.

Assumes the duties of the Controller in his or her absence.

Conducts training sessions covering specified areas; tests trainees to measure progress and to evaluate effectiveness of training.

Provides backup for bank statement reconciliation.

Performs other related duties as assigned.

MATERIAL AND EQUIPEMENT USED:

General Office Equipment	Computer	Calculator	Facsimile Machine
Photocopier	Printer	Multi-line Phones	

MINIMUM QUALIFICATIONS REQUIRED:

Bachelor's degree from a four-year college or university in accounting, finance or a related field; and, three to five years of progressively responsible related experience; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

MBA or knowledge of governmental accounting a plus.

Licenses and Certifications:

CPA or advanced accounting or financial training, (preferred)

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Principles and practices of governmental accounting, including general ledger, journal entries, job cost accounting, AR, AP, payroll, taxes, and trial balances.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Integrated computer applications related to the work.

Skill in:

Principles and practices of governmental accounting.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work.

Mental and Physical Abilities to:

Read, analyze, and interpret professional and technical periodicals and journals and government regulations.

Write precise and timely reports, correspondence, and procedure manuals.

Make accurate calculations.

Compute ratios, percentages, and to interpret graphs and tables.

Adhere to standards and principles where they exist.

Identify the need for training or improvement in self and others and suggest a means for attainment thereof.

Work with mathematical concepts such as present value, regression analysis, modeling, and probability.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Define problems, collect data, establish facts, and draw valid conclusions.

Perform duties while sitting at a desk or table.

Occasionally lift light objects.

Working Conditions:

Work is performed in an office.