

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: SENIOR ACCOUNTANT

DEPARTMENT: FINANCE

BASIC FUNCTION:

Under general direction, to perform advanced and complex professional accounting work in planning, organizing and auditing the accounting and financial transactions of the city; and to do other related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the advanced professional level in the Accountant series. This level is distinguished from the Accountant in the variety of administrative tasks and independence in performing the assigned responsibilities. Work is normally reviewed on completion for overall results. Acts as a lead technical resource to other staff and may be involved in training and supervising others. Responsibilities may vary depending on the assigned area.

KEY RESPONSIBILITIES:

Supervise and participate in all aspects of the city's accounting activity as assigned.

Analyze and research complex financial transactions to provide proper accounting treatment in accordance with Generally Accepted Accounting Principles (GAAP).

Coordinate the fiscal year-end audit activities including preparation and review of the Comprehensive Annual Financial Report (CAFR).

Coordinate citywide budget preparation and administration including the estimation of anticipated revenues; collection, assimilation and analysis of departmental expenditure requests; preparation of fund balance projections; and other budget related functions as assigned.

Prepare agenda bills, and present the information to City Council or other groups as necessary.

Convert and provide ongoing maintenance of automated accounting systems.

Develop and prepare narrative and statistical reports pertaining to fiscal activities, policies and procedures; prepare special studies and reports as required.

Supervise and participate in auditing accounting systems and procedures to ensure proper internal control and compliance with policies; review and approve journal entries made by subordinates.

Supervise and participate in auditing city revenue sources when necessary.

Coordinate and participate in the development of the annual Capital Improvement Program (CIP).

Analyze budget submittals from other departments including preparing both numerical and narrative reports; participate in budget development for various departments and/or funds.

Participate in a wide array of fiscal activities including administration of bond issues and assessment districts, and participation in the city investment process.

Assist in developing, recommending and implementing departmental policies and procedures to ensure compliance with governmental accounting standards.

Review current legislation and changing governmental standards to update and recommend changes to policies and procedures.

Supervise and train technical and clerical staff as assigned, assign and prioritize work activities, recommend methods and procedures, assess performance and make salary recommendations.

Respond effectively to public inquiries and complaints.

Interface with and serve as finance representative at interdepartmental and professional meetings as required.

Perform other related work as required.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles and practices of accounting (including working knowledge of all pertinent Governmental Accounting Standards Board requirements), budgeting, auditing, financial reporting and administration as practiced in municipal organizations.
- Applicable federal, state, and city laws, regulations, and policies related to assigned work.
- Automated financial reporting systems, spreadsheets, and computer applications.
- Posting, ledger and journal activity, reconciliation, double-entry bookkeeping, math and financial records.
- Methods and techniques of research, statistical analysis and report presentation.
- Principles of supervision.

Ability to:

- Perform complex accounting activities with minimal supervision.
- Audit and analyze accounting systems and procedures to determine compliance with applicable laws, regulations and policies.
- Coordinate, analyze and reconcile complex financial data and transactions.
- Develop and implement efficient accounting procedures.
- Communicate clearly and concisely both orally and in writing.
- Supervise, train and evaluate professional and/or clerical staff.

- Establish and maintain cooperative working relationships with employees, outside agencies and the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background would include:

Bachelor's degree from an accredited college or university in accounting, or a closely related course of study, and three years of professional-level accounting experience.

Supervisory experience is desirable.

PHYSICAL/MENTAL REQUIREMENTS AND ENVIRONMENT:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee may be required to travel to city work sites or other sites for meetings.

This is an at-will management classification.

DATE APPROVED: June 5, 2001