



CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

SENIOR ACCOUNTANT

DESCRIPTION

Under general direction, performs professional accounting work, including preparing the City's annual and mid-year budgets, and a variety of financial reports; preparing revenue and expenditure projections; providing information to City staff regarding accounting practices and procedures; prepares year-end audit reports and schedules; and performs related work as required.

CHARACTERISTICS

Receives general direction by the Finance Director. This position is distinguished from the Finance Director by the latter's full management and supervisory authority in planning, organizing, and directing the full scope of operations within the Division. Incumbents work under general direction and exercise a high level of discretion and independent judgement in performing the full range of routine and complex programs. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting and fiscal management. May train and exercise technical direction over lower-level accounting personnel.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Day-to-day technical accounting functions including accounts payable, payroll processing and review, account maintenance, and account reconciliation.
- Reviews a variety of data including journal entries, accounting transactions, payment requests and payroll reports; makes corrections as appropriate to ensure conformance with generally accepted accounting principles and standards.
- Posts to and balances the general ledger and all subsidiary accounts; examines accounting transactions to ensure accuracy.
- Reconciles bank statements, identifies discrepancies and corrects financial records as necessary.
- Assists during the annual auditing process. Serves as liaison with external auditors and assists the Finance Director.
- Assists in preparation of numerous financial reports including the Comprehensive Annual Financial Report (CAFR), State Controllers Report, Street Report, and other reports for City Council and Management.

- Reviews work, and provides professional and technical guidance and training to Department staff in accounting, payroll, and budget administration.
- Conducts accounting work including accounts payable, cash receipts and payroll.
- Monitors accounts, verifies availability of funds and performs fund transfers to maintain appropriate account balances.
- Recommends, interprets and implements accounting policy and internal control procedures, including creating, monitoring and tracking purchase orders, purchase requisitions, task orders and change orders.
- Administers and maintains the City's automated financial and accounting system; troubleshoots and resolves operational problems.
- Prepares reports and studies in response to specific requests of the City Council, City Manager, or Finance Director involving complex cost, statistical or financial analysis.
- Analyzes and prepares revenue and expenditures projections for budget development and confers with the Finance Director regarding trends and assumptions.
- Coordinates the preparation of the City's operating and capital improvement budget documents.
- Maintains special revenue funds, fixed assets, and capital improvement funds.
- Performs various banking transactions, including transfers and reconciliations.
- Assists Finance Director with special projects as required.
- Performs complex accounting and financial calculations and analysis.
- Performs other duties as assigned.

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Generally accepted accounting principles and procedures and their application to a variety of complex accounting transactions and problems.
- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, reconciliation; federal and state regulations and guidelines as they pertain to municipal finance; municipal taxation and revenue management.
- Principles and practices of municipal accounting and internal controls.
- Applicable laws, codes and regulations.
- Modern office procedures, methods and computer equipment.
- Records management principles and practices.
- General principals of risk management related to the functions of the assigned area.
- Techniques for providing a high level of customer service to the public and City staff.
- Safe work practices.

Skill in:

- Performing difficult, professional and technical accounting and financial support work accurately and in a timely manner.

- Maintaining accurate financial and accounting records, and preparing clear and accurate reports for information, auditing and operational use.
- Organizing work, setting priorities and meeting deadlines.
- Preparing and administering large program budgets.
- Analyzing problems, identify alternative solutions, and implementing recommendations.
- Preparing a variety of highly specialized statistical reports and financial statements.
- Analyzing complex accounting and financial data and preparing a variety of complex audits, financial statements, reports and analysis.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Establishing and maintaining effective working relationships with employees and those contacted in the course of work.
- Operating modern office equipment including computer equipment and software programs.
- Operating a motor vehicle safely.
- Training staff in work procedures.
- Making accurate arithmetic, financial and statistical computations.
- Reviewing and verifying accuracy of data.

TRAINING, EXPERIENCE AND CERTIFICATIONS

Any combination equivalent to training and experience that provide the knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance or a related field; and four (4) years of professional governmental accounting, auditing and budget experience.

License: Must possess and maintain a valid California Driver's License and have a satisfactory driving record.

PHYSICAL STANDARDS

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this classifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; and to operate a vehicle and to visit various City sites; vision to read printed materials and computer monitors; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, and calculator and to operate standard office

equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Incumbents in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

Working Conditions: May be required to work on evenings, weekends and holidays.

Note: All employees of the City of Rancho Santa Margarita are designated to be “Disaster Service Workers.” In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee’s normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)

Classification Status: This is an “At Will” classification and not included in Competitive Service as defined in Section 2.04.040 of the Rancho Santa Margarita Municipal Code. Employment can be terminated with or without cause or notice at any time by either City or employee.

FLSA: Exempt

Approval Date: June 12, 2019