

CLASS SPECIFICATION FOR
Senior Accountant

GENERAL STATEMENT OF DUTIES: Performs highly responsible supervisory and professional accounting tasks in auditing and accounting; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position oversees, coordinates and supervises the County's centralized accounting system and the accounting systems of other divisions and departments, including the School Board. Supervision is exercised over accountants, account clerks and other support personnel.

EXAMPLES OF WORK (illustrative only):

- Supervises all record keeping, posting journal entries and financial reporting;
- Oversees the maintenance of revenue and appropriation ledgers, general and subsidiary, ascertaining that receipts and payments are in order and properly recorded;
- Trains, supervises and evaluates assigned staff;
- Confers with representatives of other agencies and departments regarding discrepancies;
- Researches discrepancies for clarification;
- Makes recommendations regarding corrections to discrepancies;
- Balances ledgers and prepares periodic and special financial reports showing expenditures;
- Prepares Annual Financial Statements and various special purpose financial statements;
- Instructs and advises others on accounting and administrative problems and procedures;
- Recommends and implements accounting procedures, department policies and procedures;
- Attends meetings and conferences as appropriate;
- Appears and testifies at public hearings;
- Performs a wide variety of related accounting administrative tasks;
- Makes recommendations regarding departmental policies and procedures;
- Reviews all accounting pronouncements issued by the various regulatory bodies, such as the Governmental Accounting Standards Board, and recommends revisions to established policies and procedures as indicated;
- Serves as liaison to other agencies/departments to provide information and to resolve accounting issues;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the principles, methods and practices of accounting, auditing and budget preparation/control; thorough knowledge of generally accepted accounting principles, with emphasis on statements published by the Governmental Accounting Standards Board; general knowledge of the principles underlying the laws, ordinances and regulations governing the financial operations of the County; comprehensive knowledge of modern business management practices; thorough knowledge of the recognized and accepted methods used in effecting internal accounting control; ability to devise, apply and monitor effective and efficient accounting procedures; skill in the use of personal computer software, including commonly utilized spreadsheet and statistical packages; ability to analyze data using a computer and to produce customized reports; ability to understand complex instructions, policies and data, including federal regulations; considerable knowledge of data processing applications and procedures as they apply to the County's centralized accounting function and systems; ability to devise and apply effective and efficient accounting procedures; ability to plan, organize and direct the installation of accounting systems and procedures; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to present ideas and recommendations clearly and concisely both orally and in writing; ability to effectively plan and supervise the work of others; ability to establish and maintain effective relationships with employees and the public; good professional judgment; integrity; initiative.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in accounting or business administration and five (5) years of related successful professional accounting experience, including one (1) year in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.