

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: Senior Accountant

DEFINITION: Under general direction, performs professional accounting duties in the preparation of financial reports and/or statements; develops accounting systems and analyzes financial records; serves as a lead to departmental staff, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS: The Senior Accountant is the advanced journey level in the Accountant series. Incumbents supervise a group of professional, paraprofessional and clerical staff and exercise detailed subject matter knowledge. Senior Accountant is distinguished from the next lower class, Accountant, in that the former class has program responsibility and performs the more difficult technical work and has supervisory responsibility. This class is characterized by the responsibility to apply professional accounting principles to facilitate fiscal control, perform fiscal analyses and/or establish fiscal accounting systems.

TYPICAL TASKS: Duties may include, but are not limited to the following:

1. Plans, directs, coordinates and reviews the work of assigned staff and programs which include general accounting, audit coordination, cash management
2. Supervises, trains and evaluates assigned staff; makes recommendations for the selection of new employees; provides or coordinates staff training; provides expertise and direction to staff.
3. Participates in coordination of the City's annual audit and the preparation of the City's Comprehensive Annual Financial Report (CAFR). Prepares or oversees the preparation of financial reports and analytical accounting, statistical and narrative reports for use by departments, City Management, Council and other agencies.
4. Coordinates and participates in the research, evaluation and implementation of new Governmental Accounting Standards Board (GASB) statements.
5. Recommends, develops and implements departmental policies and procedures related to accounting activities; reviews, recommends and implements improvements to accounting methods, budgeting and reporting procedures; ensures conformity to policies and increases effectiveness of financial procedures.
6. Assists in the preparation and maintenance of annual budgets; assembles and analyzes cost accounting records and other supporting technical and statistical data; makes complex or difficult adjusting entries and transfers of appropriations; reviews budget information with appropriate staff.
7. Assists in the development, maintenance and enhancement of computerized information systems for accounting and financial functions; performs financial systems software

management, including maintaining financial system software controls, administering the accounting aspects of general ledger software, setting up new accounts and acting as a resource to staff; coordinates the implementation of new accounting software and participates in the development and implementation of training programs, policies and procedures related to accounting information systems.

8. Provides assistance to the Finance Director, Finance Manager and Finance Analyst.
9. May perform all the duties of the Accountant classification.

MINIMUM REQUIREMENTS:

A typical way to obtain the requisite knowledge and abilities would be:

Four years of professional accounting experience in government or private industry which included application of acceptable accounting standards and principles, cash management, cost accounting, governmental accounting, budgeting and/or systems accounting and at least one year leading a team or accounting related program.

Possession of a Bachelor's degree with specialization in Accounting or related field or significant coursework in Accounting is preferred.

Knowledge of: Generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) statements, governmental audit procedures and their application to governmental accounting systems, accounting transactions, and financial statement preparation; cost accounting principles and systems; laws, rules and regulations applicable to local government financial operations; principles and practices of public administration; automated accounting systems; accepted business office procedures; principles and practices of people leadership and supervision.

Ability to: Understand, interpret, explain and comply with laws, regulations and policies governing fiscal operations; analyze fiscal data and draw logical conclusions; identify and resolve problems relating to fiscal and/or administrative operations; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships with City staff, outside agencies, businesses and the general public; understand an automated accounting system; understand program objectives in relation to departmental goals and procedures; assist in preparation of a variety of financial statements and reports, including the City's Comprehensive Annual Financial Report (CAFR) in a timely and accurate manner; maintain accurate records and document actions taken; research regulations, procedures and/or technical reference materials; plan, assign, train, supervise and evaluate the work of assigned staff; maintain confidentiality of information; recognize and respect limits of authority and responsibility; demonstrate tact and diplomacy.

FLSA: Exempt
Established: June 2018