



## Senior Accountant

Class Code:  
410

### DEFINITION

Under direction from an Accounting Supervisor or a manager, provides leadership and uses the principles of accounting, cost analysis, and statistical evaluation to perform highly responsible and difficult professional accounting activities; prepares a variety of complex accounting, statistical, and narrative reports for presentation to management and other end users; leads, trains, directs, assists, and reviews the work of professional and/or para-professional accounting staff to ensure efficient performance and accuracy of work assigned to a functional unit within the General Accounting Section; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

**Senior Accountant** is an advanced journey-level classification in the professional Accountant series. This classification is distinguished from the Accountant I and II by performing highly responsible and the most difficult and complex professional accounting activities requiring thorough knowledge of accounting fundamentals and substantial professional experience. This class ensures efficient performance and accuracy of all work assigned to a functional unit within the Financial Services Section and provides technical direction and review to the work of professional and/or para-professional accounting staff. Assignments are given in general terms and are subject to review upon completion. There is significant latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the journey-level Accountant II by responsibility for the oversight of work performed by Accountants I/II in a lead capacity and the performance of more difficult professional accounting activities. This classification is further distinguished from the Accounting Supervisor class which is a supervisory class responsible for the completion of the most difficult and complex accounting work and the daily operation of a centralized financial services function.

### TYPICAL DUTIES

#### **TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Supervises and performs the preparation and monitoring of day-to-day cash and investment management, fixed assets, debt services, benefit payments, and reconciliation; prepares adjusting entries; reconciles accounts and prepares related financial reports.
- Directs the preparation of the District budget for revenue, labor, administration, and benefit costs: gathers data, evaluates variances, prepares related documents, and monitors expenditures after budget adoption.
- Prepares the annual budget request for the work unit: reviews staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; makes appropriate budget transfers according to District policies and procedures.

## Senior Accountant

- Performs staff training on various procedures; plans, prioritizes, coordinates, and directs workflow; reviews work performed by unit staff to ensure efficient performance and accuracy.
- Performs and oversees the preparation of schedules and ad hoc financial, analytical, statistical, and narrative reports for presentation to management, other end users, and external auditors, such as budget, expense, and investment reports.
- Oversees the retiree health care premium reimbursement (RHR) to ensure that related accounting activities are in compliance with established policies and procedures.
- Performs periodic fixed assets audits and reconciliation to ensure that additions, disposals, and depreciation expense calculations are in compliance with established policies and procedures.
- Assists in the calculation of water rates, service charges and fringe and overhead rate to ensure adequate recovery of associated costs; provides support on the use of the District Financial Planning Model.
- Performs other related work as required.

## **REQUIREMENTS**

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

### **Education and Experience:**

Possession of a Baccalaureate degree from an accredited college or university with a major in accounting, finance, business administration with a concentration in accounting, or a related field; and two (2) years of recent full-time professional accounting experience equivalent to that of an Accountant II within the District.

### **Knowledge, Skills, and Abilities:**

Knowledge of: generally accepted accounting principles and practices; governmental and utility accounting requirements; principles and practices of financial analysis and auditing; principles and procedures of budgetary preparation, control, and development; fiscal management techniques; payroll principles and practices; pertinent federal and state laws governing wage and hour calculations, tax deductions, and related payroll issues; electronic data processing principles relative to general, cost, payroll, accounts payable, and managerial accounting; standard office practices and procedures including financial record keeping principles and procedures; safe work practices as they relate to the position and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: independently compile, analyze, and interpret a variety of legislative and regulatory information relative to assigned duties; effectively supervise professional and para-

## Senior Accountant

professional accounting staff; operate a 10-key calculator by touch; interpret and explain computer-based financial and accounting reports; work independently and exercise sound judgment; maintain confidentiality; make arithmetical calculations with speed and accuracy; gather data and verify information; maintain detailed and accurate records; prepare clear and concise written reports; perform the essential functions of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Additional Requirements:**

- Must possess a valid driver's license and have a satisfactory driving record.

### **Working Conditions/Physical Requirements:**

The essential functions of this classification are performed in a controlled-temperature office with the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone and operate a computer and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; and intermittently twist to reach equipment or supplies surrounding desk; and frequently lift or carry boxes of files and records weighing up to 20 pounds and occasionally up to 55 pounds.

Revised: 04, 02/21

Approved: \_\_\_\_\_  
Human Resources/Risk Manager