

**CITY OF GLENDORA  
SENIOR ACCOUNTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under limited supervision, performs complex professional accounting duties; records and reconciles general ledger and subledger transactions, including accounts payable, payroll and others; reviews budgetary compliance for assigned funds and City Departments; performs difficult and complex technical accounting work; prepares financial statements, budgets, audit reports, and other financial reports; participates in all of the accounting activities for the City, Housing Authority and Successor Agency; is a liaison between City Departments and the Finance Department; performs related duties as required.

**CLASS CHARACTERISTICS**

This is the advanced journey level class in the professional accounting series and is distinguished from lower level professional accounting classes by proficient knowledge of the recording and reporting of financial transactions and budgeting control, the level of independence in performing duties and functions of the position, and by the performance of the more difficult and complex assignments.

**ESSENTIAL FUNCTIONS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Performs statistical analysis and research in a variety of financial areas as needed; prepares a variety of detailed complex accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation of source data; does analysis of fiscal transactions to ensure conformity and compliance with GAAP, City/Agency codes and ordinances, and state and federal requirements. (a b c e g h i j)
2. Conducts and/or coordinates internal/external audits of financial records; examines, analyzes and verifies documents to ensure adherence to established internal controls and accepted professional standards. (a b c e g h i j)
3. Performs complex duties related to the City's fixed assets program; maintains and updates asset records; tracks additions, deletions, and transfers to departments of fixed assets for all funds; calculates depreciation expense based on asset type. (a b c e f g i j)
4. Reviews financial transactions and prepares journal entries and adjustments to the general and subsidiary accounting ledgers; performs the closing of the City's financial records at the end of the accounting period. (a b c e g h i j)

5. Performs complex bank account reconciliations, verifying accuracy of recorded transactions; prepares related worksheets and other schedules. (a b c e g h i j)
6. Identifies opportunities, assists and may oversee the implementation of new accounting policies and procedures including documentation and training other City staff. (a b c d e g h i j)
7. Assists in monitoring budgets for various City departments and projects; determines if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems; assists in annual budget preparation. Maintains the chart of accounts; provides liaison to City departments regarding the status of accounts and related matters; reviews expenditures and encumbrances for accuracy and conformance to budget; provides analysis of available funds at management request; may prepare fund balance projections and reviews with operating departments. (a b c e g h i j)
8. Assists department personnel with proper expenditure coding, document preparation and other accounting related activities. Assists departments with proper expenditure coding, document preparation and other accounting related activities. (a b c e g h i j)
9. Prepares all grant reports and monitors grants for compliance with regulatory agencies. Monitors and reports on the status of State and Federal grants including administration of the CDBG program; reviews and audits grant contracts and other documents to ensure grant compliance. (a b c e g h i j)
10. Posts, balances and reconciles subsidiary accounts; prepares related journal entries, account reconciliations, related schedules, and reports. (a, b, c, e, g, h, i)
11. Prepares work papers, financial statements and various reports for audits by Federal, State and other outside agencies as well as for internal accounting; assists in annual budget preparation; performs comprehensive financial activity studies as assigned. (a, b, c, d, e, g, h, i)
12. Performs all related duties and responsibilities as assigned. (a b c d e f g h i j)
13. Is a liaison between City Departments and the Finance Department. (d h)

### REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- a. Understand, interpret, and apply complex principles, procedures and techniques of governmental accounting, and auditing of financial records and transactions.
- b. Understand, interpret and apply applicable laws, regulations, procedures and process governing the receipt, expenditure and accountability of municipal funds.
- c. Be highly proficient in information systems application and usage in an accounting environment, including Microsoft Office (Excel & Word) in a mainframe environment.
- d. Analyze, interpret and explain department policies and procedures.

- e. Analyze and interpret financial and accounting records, and draw logical conclusions.
- f. Proficient in the principles of accounting and auditing.
- g. Research, prepare, interpret and analyze varied and complex financial statements and cost accounting reports, while being concise and accurate when performing mathematical computations.
- h. Communicate effectively both orally and in writing at all levels of the organization. Establish and maintain effective working relationships.
- i. Work independently and/or follow verbal and written directions and establishing and maintaining cooperative working relationships.
- j. Operate common office equipment and computer utilizing a variety of software.

### MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

### QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Graduation from an accredited four-year college or university, or equivalent, in accounting or a related field and three years of progressively responsible municipal or closely related professional accounting experience, and experience with automated accounting systems.

#### Knowledge and Skill Levels

Thorough knowledge of complex principles and practices of accounting and auditing, with emphasis on governmental accounting and budgeting; data processing applications related to accounting and budgeting procedures and practices; general office procedures.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office

equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.