



SENIOR ACCOUNTANT

City of Milpitas

Effective: June 1985

Revised: June 2001

Sept 2003

July 2016

EEOC: Professional

FLSA: Exempt

Unit: Mid-Mgmt/

Confidential

Physical: 1

DEFINITION

To supervise accounting functions of the Finance Operations Division; to perform advanced level accounting duties; and to participate in budgeting and other technical finance work.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional accounting series. The Senior Accountant class is distinguished from the Accountant in that responsibility is assumed for the supervision of the accounting functions and personnel of the Finance Department. Positions within this class perform the more advanced level accounting duties and technical finance activities within the section.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Manager or Assistant Finance Director.

Exercises direct supervision over professional and technical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Hire, train, supervise and evaluate assigned staff.
- Conduct or arrange for staff training as appropriate.
- Process paperwork for department personnel.
- Assist in the development and implementation of goals, policies, and priorities relating to the City's accounting activities.
- Plan, assign, schedule, and review the work of assigned staff.
- Directly oversee the preparation and processing of accounts payable, accounts receivable, utility billing, cash collections, benefit payment processing, payroll, Capital Improvement Projects (CIP) accounting, grant accounting, and private job accounting.
- Set-up and oversee the maintenance of journals, ledgers and supporting financial records; maintain the General Ledger.
- Review budget to actual performance for all city departments, divisions and projects.
- Review and authorize all journal entries recorded in the accounting system.
- Develop and administer accounting and budget central systems as necessary to comply with accounting procedures, laws, ordinances and other regulations.

- Assist in the maintenance of the financial system and creation of month and year end management reports.
- Review, develop and modify accounting methods to improve existing procedures, insure conformity to policy, and increase effectiveness.
- Supervise, train and evaluate accounting personnel.
- Prepare records for audit and assist auditors, including but not limited to reconciliations and accounting analysis.
- Reconcile finance records to treasury records as appropriate.
- Direct and participate in the preparation of financial, expenditure, payroll and tax reports.
- Provide advice and counsel to management and other employees in accounting matters.
- Review, recommend, and implement improvements to accounting, budgeting and reporting procedures.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of general and municipal government accounting and auditing.
- Principles and practices of budgeting.
- Principles of supervision, training and evaluation.
- Laws regulating public finance and fiscal operations.
- Modern office practices, procedures, methods and equipment.

Ability to:

- Analyze and interpret financial and accounting records.
- Prepare complex financial statements, reports and analyses.
- Design and install new and improved financial systems.
- Plan, assign and supervise the work of subordinates.
- Establish and maintain effective work relationships with others.
- Communicate effectively, orally and in writing.

EXPERIENCE AND EDUCATION

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

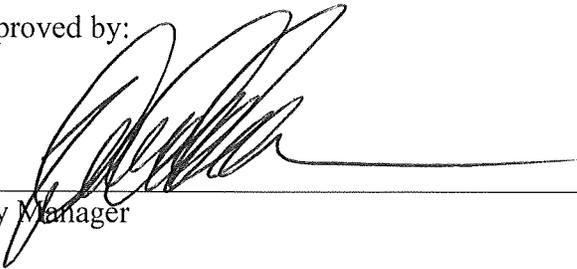
Experience:

Three years of increasingly responsible experience in accounting, including experience in governmental accounting and one year of supervisory experience. Financial auditing experience preferred.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a closely related field.

Approved by:



City Manager

7/29/16

Date



Human Resources Director

7/15/16

Date