SENIOR ACCOUNTANT

DEFINITION
Under general supervision, performs advanced financial and accounting work for an assigned department or division. Prepare a variety of financial statements, reports and financial functions related to the City or Department budgets and annual audits.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Analyzes and monitors expenditures and revenues for proper accounting codes and grant reporting;
- Prepares claims, invoices, reports and reimbursements to/from grantor agencies;
- Verifies grant compliance with federal and grant regulations and requirements;
- Prepares and adjusts entries in financial reports for projects requiring audited statements;
- Reconciles bank accounts to ensure compliance with industry standards;
- Assists in the preparation and completion of accounting, financial or statistical reports or projects.
- Prepares billing to maximize departmental revenue;
- Analyzes, balances and maintains accounting funds;
- Monitors progress of Division budgetary goals; reviews and documents MOU agreements and resolutions;

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of professionally accepted accounting principles, City and Department rules and regulations governing finance and accounting practices, quality budget monitoring and reporting techniques
- Skilled in interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes and regulations governing municipal finance and accounting, analyzing and ensuring integrity of financial data, preparing accurate financial reports and statements, providing and following oral and written instructions, establishing and maintaining productive working relationships, and in assessing and prioritizing multiple tasks, projects and managing conflicting deadlines to complete projects and assignments.
- Ability to effectively communicate verbally and in writing, self-manage, provide detail explanations and documentation of work to support analysis and recommendations;
- Proficient in the use of computer hardware, software and ten key machines to included MS Office Suite and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent, standing, walking, bending and lifting up to 25 pounds. Incumbents may be exposed to repetitive motion, vision to monitor, extreme weather, moving traffic, construction sites, and toxic fumes and chemicals.

QUALIFICATIONS
Bachelor's degree from a four year accredited college or university in Finance, Accounting, Business Administration or related field, AND four (4) years of progressively responsible experience in financial monitoring and auditing, investment, accounting or banking with minimum of two years performing complex municipal accounting work OR an equivalent combination of education and experience.