

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: SENIOR ACCOUNTANT

DATE: 9/12/2023

JOB CODE: 51716

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

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.

DUTIES SUMMARY

Under general direction, to perform a variety of advanced professional level financial analyses and related accounting assignments ranging from moderately difficult to complex in the preparation and maintenance of the Department's financial records and reports to provide accurate and timely accounting records to support sound decision making and ensure appropriate public disclosure accountability; monitor, maintain and administer a variety of complex financial records for various Department accounts and funds; maintain financial records supporting the administration of construction, developer-funded and grant funded projects; assist in budget and audit preparation; work normally includes supervision of assigned clerical, technical and/or professional accounting staff responsible for the accounting functions of the Department; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The classification of Senior Accountant is the advanced professional level position in the accounting series and may provide supervision for assigned subordinate accounting staff. This classification is distinguished from the Accountant classification by performing more difficult and complex accounting duties, and providing a higher level of supervision for assigned subordinate accounting staff. This classification is distinguished from the Finance Manager classification by the latter's responsibility for the work of Finance Division and broader accountability for major accounting reports and coordination of auditing and budget actions. Supervision is received from the Finance Manager. This position works closely with the Finance Manager for purposes of coordination of work of assigned staff and to ensure efficient work processes including cross training. The incumbent may act in the absence of the Finance Manager.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City Department staff;
- Routinely adhere to and maintain a positive attitude toward City and department goals;
- Supervise, train, and evaluate assigned staff; plan and organize work; develop and establish work methods and standards; review and evaluate employee performance; recommend and initiate

disciplinary actions as needed;

- Train staff in accounting software and understanding the Department's chart of accounts structure;
- Direct and perform professional accounting work, including bank reconciliation, maintenance of general ledger, accounts receivable, accounts payable, payroll and reporting;
- Ensure accuracy of accounting transactions; review erroneous accounting entries and make the corrected entries;
- Responsible for all accounting records, general ledger, payroll, cash disbursements, cash receipts and account reconciliations;
- Demonstrate an understanding of the most complex challenges/problems affecting departmental operations and demonstrate an ability to work with others toward resolution of those problems;
- Provide transparent, high quality and fiscally responsible services, while meeting the needs of the Department and its customers;
- Prepare analyses, spreadsheets, schedules, journal entries and reconciliations to produce accurate financial reports;
- Assist in the preparation of the annual budget and audit; prepare various schedules as necessary;
- Compose correspondence requiring the use of independent judgment based upon a thorough knowledge of Division/Department functions and procedures;
- Make mathematical calculations; check various statistical and accounting tables and reports; audit accounts, records, programs and cash;

QUALIFICATIONS

Any combination of education, training and experience that would likely provide the knowledge, skills and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Pertinent local, State and Federal laws, rules and regulations, especially as related to accounting, budgetary, financial, and auditing systems;
- Understanding of governmental accounting, auditing, and financial reporting;
- The principles and techniques of supervising subordinate staff in an administrative environment;
- Department personnel policies and labor contract provisions;
- The requirements and procedures associated with public agency records management;
- The use of standard office equipment, including personal computers and computerized applications related to accounting and administrative work;
- Principles and methods of mathematics as required to perform financial and accounting work.

Ability to:

- Plan, organize, and direct Department payroll and accounting programs.

- Interpret and apply pertinent local, State and Federal laws, rules and regulations, especially as related to accounting, budgetary, financial, and auditing systems;
- Supervise the work of subordinate employees performing accounting-related activities;
- Develop, coordinate, and provide training to subordinate staff;
- Organize staff work schedules to meet operational requirements;
- Understand, interpret, explain, and apply local, state and federal accounting and finance laws, regulations, rules, and requirements;
- Analyze technical and operational issues and problems, evaluate alternatives, and reach sound conclusions and recommendations for action and improvement;
- Monitor and maintain assigned functions at an optimal and cost-effective level;
- Provide technical assistance and leadership on all aspects of the assigned work;
- Prepare statistical, narrative, and other reports as required;
- Use mathematics as necessary to perform the full range of financial and accounting work;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those encountered during the course of the work;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Perform responsible professional-level accounting;
- Perform complicated mathematical calculations and analyses;
- Operate a variety of office equipment including computers and applicable software applications;
- Analyze and make sound recommendations for improvement;
- Develop and implement financial procedures and internal controls;
- Prepare clear, concise and comprehensive financial statements, reports and written materials;
- Exercise sound independent judgment within general policy guidelines;
- Write legibly;
- Speak clearly and distinctly;
- Work under moderate stress conditions;
- Supervise, train and evaluate assigned staff;
- Establish and maintain effective relationships with those contacted in the course of work;

- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in accounting, business administration, public administration, or a closely related field; a concentration in accounting or finance is highly desirable. Additional qualifying experience as described below may be substituted for up to two (2) years of the required education on a year-for-year basis.

Experience: Four (4) years of progressively responsible professional accounting experience, preferably including one year in a supervisory capacity; experience in a governmental agency is highly desirable.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid California Class "C" driver's license. For out of state applicants, a valid driver's license is required and a valid California Class "C" driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Senior Accountant

To: Finance Manager

Job Description:

BOWC Approved:

Rev. BOWC Approved

7/7/2009

8/18/2009

11/4/2014

10/3/2017

6/28/2022

9/12/2023

Testing Standards: App Review/Supp App Review