

**CITY OF EMERYVILLE/
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY (MESA)**

TITLE: SENIOR ACCOUNTANT

Created: February 2000

Revised: May 2023

JOB CODE: 1160

FLSA Status: Non-Exempt

DEFINITION

Under general direction, performs complex professional accounting duties and acts as a lead worker; records and reports financial transactions; reviews fiscal records; prepares financial report statements and analyses; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This Senior Accountant position is the advanced journey-level classification within the Accountant flexibly-staffed series. This position requires incumbents to perform the full breath of professional level accounting duties. Assignments may include duties in one or more of the following area(s): Municipal Fund Accounting; Grants Accounting and Compliance; Redevelopment Agency Accounting and Compliance; Revenue Auditing and Tax Compliance. The Accountant is distinguished from the Senior Accountant in that the latter is responsible for the organization, assignment and review of the work of a team in one of the functional area(s) of the Finance Department. The Senior Accountant may have lead responsibilities over subordinates on a project or incidental basis.

The Senior Accountant is distinguished from the next lower class, Accountant, in that the former class has program responsibility, performs the more difficult technical work and has lead and supervisory responsibility. Positions in the next higher class of Accounting Supervisor are distinguished from this class by having responsibility for much larger and more complex departmental accounting and record-keeping programs and perform the full range of supervisory duties over a staff of clerical, paraprofessional and professional subordinates.

EXAMPLES OF DUTIES

The duties listed below are illustrative only.

Performs and oversees professional accounting work, including recording and reporting of financial transactions and monitoring budgetary control for assigned area(s) of responsibility.

Assists in the development and implementation of goals, policies, and procedures related to accounting activities; reviews, recommends and implements improvements to accounting methods, budgeting and reporting procedures; ensures conformity to policies and increases effectiveness in financial procedures.

Responsible for the preparation of the budget in assigned area(s) of responsibility.

Assists in debt issuance and review of bond documents; provides accounting for bond funds and assessment district funds.

Assists in cash management; prepares monthly investment reports for submittal to City Council by City Treasurer; allocates interest income as appropriate.

Maintains project accounts for cost recovery, capital projects and fixed assets.

Prepares and analyzes data, journal entries and budget transfers, and financial statements; prepares various financial, expenditure and tax reports; reconciles financial records for accuracy.

Prepares written reports for submittal to City Council/Redevelopment Agency in assigned area(s) of responsibility.

Maintains and monitors grant awards; prepares grant reports.

Prepares and oversees preparation of records for audits and assists outside independent auditors in their review of City/Redevelopment Agency financial statements and activities; responsible for year-end reporting and assists with annual financial reports.

Provides advice and counsel to management and other employees in financial and accounting matters; organizes, assigns and reviews the work of subordinates; provides professional support and feedback as necessary.

Plans and organizes the City's revenue collection efforts; performs or oversees field audits of books and records of local businesses.

May review accounts payable, accounts receivable and payroll processing.

QUALIFICATIONS

Education

Must have a bachelor's degree with a major in accounting or a closely related field which has included courses in accounting.

and

Experience

Four (4) years of related experience in accounting.

LICENSES AND CERTIFICATIONS

N/A

KNOWLEDGE AND ABILITIES

Knowledge of principles and practices of general and municipal government and grant

accounting and auditing; principles and practices of budgeting; principles and practices of lead supervision; City finance policies and procedures; laws relating to public finance, fiscal operations and redevelopment; modern office practices, procedures, methods and equipment.

Ability to analyze, interpret and explain state and federal guidelines, City finance policies and procedures; establish and maintain fiscal records and accounts; prepare clear, concise, complete and accurate financial statements, schedules and reports; review, recommend, and implement improvements to accounting, budgeting and reporting procedures; communicate effectively both verbally and in writing; work independently and as a team member; establish and maintain cooperative working relations with those contacted in the course of the work; organize and review the work of self and others; perform related duties as required.

PHYSICAL QUALIFICATIONS

Eye site sufficient to read data from journals, spread sheets, vouchers, and computer screens; manual dexterity to operate a personal computer; stamina to work occasional long hours; verbal communication sufficient to provide information to a variety of individuals and elected or appointed bodies.