

SENIOR ACCOUNTANT-AUDITOR*Class Definition*

Under direction, performs complex professional accounting work; maintains and audits accounts; and provides supervision and training to subordinate staff.

Distinguishing Characteristics

Senior Accountant-Auditor is the first-line supervisory class in the Accounting series. Work involves supervising the day-to-day operation of a section or sections engaged in accounting or auditing of fiscal operations. Incumbents receive complex and varied accounting and/or auditing assignments requiring the application of judgment to work situations where standard procedure does not apply. This class is distinguished from Accountant-Auditor II in that incumbents of the latter perform journey level accounting work and are not required to perform supervisory duties. This class is distinguished from Accounting Manager in that the incumbent of the latter has overall responsibility for the operation of the Accounting Division.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Supervises and participates in the preparation of a variety of accounting reports, and prepares complex financial reports on special assignments.

Assists in accomplishing the functions of the division by providing supervision and training for subordinate staff.

Performs difficult and special accounting and/or auditing work as part of normal work assignments and as directed by a superior; maintains general and subsidiary ledgers; and effects periodic reconciliations of a variety of machine reports.

Supervises and participates in the work of a section engaged in the maintenance of financial records for budgetary, revenue, payroll, and inventory accountability.

Reviews and analyzes the section*s work flow and recommends revisions to facilitate and expedite the accounting process.

Prepares formal financial statements, financial statistical reports, bid prospects and other reports.

Prepares and reviews audit reports of findings and makes recommendations for improvements.

Confers with department personnel, other agencies, government representatives and special districts on general and specific financial audit and accounting matters.

Conducts financial reviews for analysis of capital projects, operations and investment opportunities.

Reviews changes in legal procedures for fiscal operations affecting accounting processes.

Performs related duties as required.

Knowledge, Abilities, and Skills

Considerable working knowledge of data processing systems and procedures.

Knowledge of professional accounting principles, techniques and procedures relating to both accounting and auditing of governmental functions.

Knowledge of the general principles of public finance, governmental budgeting and reporting, and cost accounting.

Ability to follow projects through to completion with minimum direction and to maintain strict timetables for completion of assigned activities.

Ability to establish and maintain effective working relationships with the various City departments, other governmental agencies, private firms, the general public, subordinates and other employees.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to plan, assign and coordinate the work of employees performing varied accounting, auditing, clerical and related operations.

Ability to develop office procedures.

Ability to prepare complete and accurate audit, regular and special reports.

Ability to apply professional accounting principles, knowledge and skill to the maintenance of accounting records.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor*s Degree in Accounting, Business Administration, or closely related field, which included, or was supplemented by, 20 semester units. of accounting course work; and three years of professional accounting or auditing work experience.

Necessary Special Requirement

A valid California Driver*s License may be required at time of appointment.

APPROVED: _____

DATE: _____

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