

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: SENIOR ACCOUNTANT**  
**DEPARTMENT: FINANCE**  
**REPORTS TO: ASSISTANT FINANCE DIRECTOR**

**DATE: 11/16**

**JOB SUMMARY:**

Under the direction of the Assistant Finance Director independently performs a full range of professional level accounting duties involved in preparing, maintaining, analyzing, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of the City's ledgers and subsidiary financial systems; assists in the preparation of financial statements; plays an integral role in preparing for the City's annual audit and year end closing; tracks and reports the City's capital assets and capital projects; prepares MS Forms required for the City's annual tax rate setting; and provides highly responsible assistance to other Accounting staff.

**ESSENTIAL JOB FUNCTIONS:**

Independently performs a variety of professional level accounting functions supporting City-wide operations; maintains accuracy of selected City Funds, including: General, Tax Increment Financing (TIF) Districts, Long Term Debt Funds, Fixed Asset Funds, Trust Fund, and all Capital Project Funds.

Reconciles monthly the Amended Budget for each of the City's Funds.

Develops monthly budget transfer amounts for all City Funds.

Prepares and enters journal entries.

Reconciles financial ledgers and sub-ledgers; reviews monthly budget performance reports and balance sheets; researches and resolves issues and prepares adjusting journal entries.

Plays an integral role in the year-end audit; compiles and prepares supporting schedules, work papers, and financial reports as requested by the City's external auditors.

Develops schedules, tables, and analysis associated with the preparation of the City's Comprehensive Annual Financial Report (CAFR). Also assists in the preparation of the transmittal letter and review of the final CAFR document.

Manages the capital and fixed assets accounting functions; ensures the accuracy of the fixed assets sub-ledger and the capital and fixed assets general ledger accounts. Prepares all related journal entries.

Provides accounting for the city's inventories and capital improvement projects (CIP).

Coordinates the City's annual Capital Closeout process; works with staff in various departments to determine capital projects to be closed; prepares annually the resolution for council to transfer amounts to other existing accounts, or accounts in the new fiscal year, and lists accounts to be closed. Prepares all related journal entries.

Prepares MS Forms required for City's annual tax rate setting.

Assists in the testing and coordination of periodic ERP system upgrades.

Provides support to other Accounting staff as needed.

Enforces the system of internal controls.

Makes recommendations concerning changes when current accounting or control procedures do not achieve the desired results or are no longer appropriate.

Develops and evaluates operating policies and procedures, including appropriate forms.

Monitors compliance with policies and procedures and facilitates remedies for non-compliance.

Initiates policy review and updates as mandated.

Develops and maintains schedules and work plans.

Prepares or participates in the preparation of a variety of annual, monthly, and special reports.

Reviews financial contract/lease terms and administers for collection; analyzes compliance with contract/lease terms including additional or new amounts due the city; provides financial evaluation of private party financial condition as current and potential City business partners/vendors.

Renders advice on the proper accounting treatment and services to be accorded the activity of the various departments.

Conducts training sessions covering specified areas; tests trainees to measure progress and to evaluate effectiveness of training.

Provides backup for bank statement reconciliation.

Assists in weekly payroll review.

Assumes the duties of the Assistant Finance Director in his or her absence.

Performs other related duties as assigned.

**MATERIAL AND EQUIPEMENT USED:**

General Office Equipment	Computer	Calculator	Facsimile Machine
Photocopier	Printer	Multi-line Phones	

**MINIMUM QUALIFICATIONS REQUIRED:**

Bachelor's degree from a four-year college or university in accounting, finance or a related field; and, three to five years of progressively responsible related experience; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

MBA or knowledge of governmental accounting a plus.

**Licenses and Certifications:**

CPA or advanced accounting or financial training, (preferred)

**KNOWLEDGE, SKILLS AND ABILITIES:**

Principles and practices of governmental accounting. including general ledger, journal entries, fixed asset accounting, job cost accounting, AR, AP, payroll, taxes, and trial balances.

Methods and techniques of research, statistical and data analysis, and report presentation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal, and local laws, rules, and regulations.

Integrated computer applications related to the work.

Read, analyze, and interpret professional and technical periodicals and journals and government regulations.

Write precise and timely reports, correspondence, and procedure manuals.

Occasionally lift light objects.

**Working Conditions:**

Work is performed in an office.