



**CITY OF SANTA CRUZ
SENIOR ACCOUNTANT**

Reports to: Finance Manager
Supervises: Professional, Technical and/or Clerical Staff
Bargaining Unit: Management

BASIC FUNCTION

Under direction, manages, oversees, reviews, and performs complex accounting activities of the City; plans, assigns and reviews the work of subordinates performing professional accounting duties in the Finance Department; performs advanced and complex professional accounting work; assists in the development and maintenance of the City's annual budget; assists in the preparation and submission of financial reports requiring comprehensive knowledge of the City's financial functions, municipal accounting, and automated municipal accounting systems; acts as a resource for staff on accounting practices and procedures and the City's computer-based financial system; provides assistance to the Finance Director, Assistant Finance Director, and/or the Finance Managers in a variety of fiscal management assignments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Senior Accountant** is the lead worker and advanced journey level classification in the professional accounting series within the Finance Department. Under general direction, assigns and reviews the work of subordinates and acts as a technical resource for staff. The Senior Accountant is distinguished from the next higher level classification, Finance Manager, in that the latter has management responsibility over a division within the Finance Department. This position is distinguished from the next lower classification, Accountant II, in that the latter is a journey-level classification expected to perform the full range of professional accounting work, while the Senior Accountant is expected to provide lead direction and supervision to accountants, provide oversight of the accounting functions within the area of assignment, and perform the more advanced and complex professional accounting duties.

TYPICAL DUTIES *(May include, but are not limited to, those duties listed below.)*

- Assists with or plans, directs, coordinates and reviews the work of assigned staff and programs which include audit coordination, cash management, budget management and the Capital Improvement Program.
- Assists in the development of the City's annual budget; supervises staff responsible for, and participates in, the preparation and administration of the City's budget.
- Assists with preparation and/or review of annual Successor Agency financial statements and reports for external compliance and/or audit.
- Analyzes, models, and forecasts property tax revenues and other revenue and expense projections and analyses of revenue sources; interfaces with County Assessor's office on related issues such as Successor Agency transactions, pass-through payments, and property tax assessments.
- Supervises, trains and evaluates assigned staff; makes recommendations for the selection of new employees; provides or coordinates staff training; provides expertise and direction to staff.

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- Manages and coordinates grant and loan program accounting and monitoring; manages grant audits; oversees the preparation and submission of required annual financial reports; ensures that complete accounting records are maintained on federal, state and other funding sources.
- Oversees the recording and monitoring of long-term debt transactions for the City's debt issues.
- Assists in debt issuance and the review of bond documents.
- Assists in cash management activities.
- Assists with coordination and participates in the preparation of the City's Comprehensive Annual Financial Report (CAFR).
- Assists with coordination and participates in the research, evaluation and implementation of new Governmental Accounting Standards Board (GASB) Statements.
- Research, evaluate, and perform major, special or unusual (non-routine) accounting assignments or projects with little or no supervision. Examples of a major assignment or project could include but are not limited to implementing a new GASB pronouncement, interpret and implement new major reporting requirements from the State, implement a financial system module or conduct a comprehensive review of an internal business practice, including developing recommendations and implementing changes.
- Supervises and participates in the preparation of a variety of written reports, including periodic and annual financial reports and statements and reports for submittal to the City Council; reviews financial analyses developed by consultants, departments or other agencies to verify their completeness; prepares required financial reports to State and Federal agencies, banks and other financial institutions.
- Manages the capital assets process and records, including inventory verification and project cost analysis and capitalization.
- Assists in the development and implementation of departmental 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 of financial procedures.
- Assists in the development, maintenance and enhancement of computerized information systems for accounting and financial functions; performs financial systems software management, including maintaining financial system software controls, administering the accounting aspects of general ledger software, setting up new accounts and acting as a resource to staff; coordinates the implementation of new accounting software and participates in the development and implementation of training programs, policies and procedures related to accounting information systems.
- Responds to requests for information and advises City departments, governmental agencies and the public of City accounting policies.
- Provides assistance to the Finance Director, the Assistant Finance Director, and/or Finance Managers.
- May perform all of the duties of the Accountant I/II classification.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using a computer keyboard. Additionally, the position requires near and far vision when reading and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, push and pull files, paper and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- Principles and practices of governmental accounting, auditing, budget preparation and control.
- The laws and regulations governing the accounting, budgeting and auditing activities of a governmental agency.
- Statistical analysis and its application to budget analysis and projections.
- Methods and techniques for record keeping and report preparation.
- Generally Accepted Accounting Principles (GAAP) as they apply to governmental agencies.
- Accounting information systems.
- Applicable laws and regulations pertaining to a Successor Agency, California Redevelopment law, California Environmental Quality Act, and California Planning Law.
- Principles and practices of revenue forecasting and investing.
- Principles and practices of supervision, training, and evaluation.

Abilities:

- Plan, assign, supervise and evaluate the work of assigned staff.
- Assist in the development and coordination of work programs for assigned division.
- Analyze and interpret financial and accounting records.
- Prepare a variety of financial statements and reports, including the City's Comprehensive Annual Financial Report (CAFR).
- develop, evaluate, implement, maintain and recommend improvements to accounting and budget control procedures.
- Interpret, explain and apply applicable laws, codes and regulations.
- Make oral presentations at public meetings or forums or at department meetings
- Examine and verify financial documents, reports and transactions.
- Operate a computer and a variety of word processing, spreadsheet and software applications, including financial and accounting programs.
- Read, interpret and record data accurately.
- Make sound decisions within established guidelines.
- Communicate clearly and concisely both verbally and in writing.
- Follow written and oral directions.
- Effectively organize assigned tasks and work within deadlines.
- Establish and maintain effective working relationships with City staff, outside agencies, businesses, and the general public.
- Observe safety principles and work in a safe manner.

EDUCATION AND EXPERIENCE

Any combination of education and experience that has provided the above knowledge and abilities combined with any required licenses is qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of the following:

- A Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or a related field; and
- Three years of professional accounting experience, including two years of experience performing governmental accounting.

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LICENSE

Possession and continued maintenance of a valid California driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

DESIRABLE QUALIFICATIONS

- Supervisory experience.
- Municipal government accounting experience.
- Professional certification as a Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) or Certified Government Financial Manager (CGFM).

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Update:

Career Ladder

- Finance Director
- Assistant Finance Director
- Finance Manager
- *Senior Accountant*
- Accountant I/II