



Job Code: 0076
FLSA: NE
Unit: PCEA
Revised: 6/01

SENIOR ACCOUNTANT

DEFINITION

Under the direction of the Financial Services Managers, performs highly responsible accounting work in the following areas: Internal/external auditing, investments, assessment district accounting, budget preparation and control, general ledger maintenance, preparation of financial reports and studies, and governmental grant administration. Performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Supervision is received from the Financial Services Managers. Exercises no supervisory authority; may direct the activities of Accounting Assistants I or II, Junior Accountants, part-time or temporary personnel.

TYPICAL DUTIES

1. Reviews purchase orders, accounts payable claims, and revenues to ensure appropriate authorization, coding and amounts paid or collected. Identifies and resolves cash handling and revenue reporting problems; resolves bank reconciliation problems and makes recommendations to change procedures if needed. Balances accounts receivable billings and postings, and resolves problems or issues.
2. Prepares complex monthly and annual general ledger entries. Initiates, reviews and posts budget and journal voucher uploads. Manages a variety of subsidiary ledgers such as accounts receivable, trusts, fixed assets, outside agencies, etc. Balances subsidiary ledgers and worksheets to the general ledger; analyzes account balances; identifies, researches and resolves procedural problems and errors. Performs other monthly and yearly general ledger closing duties as assigned.
3. Works as part of a team in managing the City's investments. In accordance with City Investment policies, manages cash flow projections; works with brokers to identify available investments; evaluates prices, risks, and suitability of investments; recommends investment maturity dates, amounts and instruments; completes and records investment transactions; prepares monthly investment reports; and provides information to external auditors.
4. Prepares reports and processes requests for payments associated with county, state and federal grants. Coordinates and provides guidance regarding grant accounting to Public Works, Housing, Police and other departments.
5. Prepares financial reports required by other public agencies.
6. Undertakes miscellaneous financial studies, analyses, and reports as assigned. Accepts special assignments.

City of Pleasanton
Senior Accountant- Page 2

7. Administers and problem solves assessment district or other debt including maintenance of accounting records, amortization schedules, audit confirmations, payoff calculations, lien filings, assisting the Financial Services Manager/Treasury with secondary disclosures, debt financing/refinancing analysis, bond call financial analysis, generation of tax levy information, cash flow analysis associated with debt service, calculation of credit distributions, assist in the processing of delinquencies and foreclosures, and reconciliation of bond trustee statements.
8. Assists in budget preparation and administration including expenditure and revenue calculations and projections; historical comparisons and trend analysis; employee benefit costing; personnel tracking; design and preparation of spreadsheets, tables, charts and graphical presentations; balancing budgetary spreadsheets to financial records; answering public inquiries; training and assisting departments in preparing and monitoring their budgets; calculation and monitoring of budget amendments; and researching and analyzing budget variances.
9. May represent the City in Small Claims Court.
10. Performs both internal and external audits of revenue sources. Evaluates internal financial controls and make recommendations for changes.
11. Manages administrative citations and parking citations, including the collection of fines and coordination of hearings.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Current accepted accounting/auditing principles and procedures.
2. Governmental accounting desirable.
3. Budgeting desirable.
4. Advanced electronic spreadsheet preparation highly desirable.

Skill to:

1. Analyze and reconcile accounting data.
2. Identify and resolve problems and discrepancies.
3. Understand the general ledger accounting structure.
4. Communicate effectively both verbally and in writing.

Education:

Four-year college degree in Business, Accounting, or closely related field.

City of Pleasanton
Senior Accountant- Page 3

Experience:

Four years responsible experience in accounting financial systems, in either the public or private sector, is required.