

City of Redondo Beach Approved:
Class Specification Resolution:

TITLE: SENIOR ACCOUNTANT

PROPOSED PAY RANGE: \$6,937-\$8,965

DEFINITION:

The Senior Accountant position performs an experienced accounting professional with a strong background in general ledger accounting. This team member will perform a wide variety of highly responsible professional accounting activities including the analysis and maintenance of accounting systems, records, and reports, in the areas of accounts payable, accounts receivable, payroll, treasury/revenue services, fixed assets, grant reporting and general ledger. Under direction of the Finance Director or designee, this position is accountable as a team member of the Finance Department to achieve results in support of the City's mission, goals, policies and objectives.

EXAMPLES OF DUTIES, RESPONSIBILITIES AND EXPECTATIONS:

The listed tasks are essential for this position and may include but are not limited to the following:

- Provides direction and supervision to accounting staff in the budget, payroll, accounts payable and general ledger functions including bank reconciliations, month-end close, year-end close, and financial or payroll reporting.
- Prepares year-end adjustments including but not limited to General Accounting Standard Board (GASB) compliance, fixed asset acquisition and disposition, debt service, accruals and deferrals, transfers, and similar.
- Reviews and reconciles subsidiary ledgers, and adjusts the general ledger involving a variety of accounts.
- Coordinates, participates in, and assists auditors with investigation and verification of data and records; creates financial statement audit schedule, reports, and spreadsheets.
- Conducts special accounting analyses and prepares a range of supporting schedules and reports; performs complex analyses of accounting transactions and schedules involving fund accounting and grant accounting.
- Assists with year-end closing and analysis for year-end journal compliance and preparation of journal entries, fiscal year end closing adjustments and financial reports for the City, including the ACFR, state reports and other reports as required.
- Researches and interprets accounting fiscal policies in accordance with Government Financial Reporting Standards; ensures compliance with Federal, State, County, and City financial reporting statutes.
- Recommends and participates in the analysis, development, and preparation of the City's accounting policies, accounting and reporting manual, and procedures; evaluates current processes to analyze and improve efficiency; and accesses internal controls and recommends modifications as needed.
- Strategizes and implements accounting procedures and internal controls; participates in the set-up and testing of new financial systems and applications/upgrades; evaluates and recommends system modifications as needed.
- Supports the development of the mid-year budget report, including financial analysis, staff reporting, and public presentations.
- Plans, manages, and completes a variety of special projects; provides professional and technical support for other finance divisions and City departments.

- Selects, trains, supervises, and evaluates the work of professional, technical and/or administrative accounting staff.
- Provides service to internal and external customers; as needed, investigates complaints to recommend corrective action and to resolve issues.
- Attends and participates in professional organizations and external or interdepartmental committees; assists staff with questions related to automated financial systems and financial policies and procedures.
- Participates in, trains on, and coordinates the implementation of new financial systems and applications; provides technical training to support staff as needed; and assumes a lead role in the implementation.
- Provides highly responsible and complex administrative support to the Finance Director or Assistant Financial Services Director; and performs other related duties/projects as required.
- Provides effective leadership to accomplish the administrative objectives of the City Manager and the policy goals of the City Council.
- Conducts regular performance evaluations of personnel, giving frequent and specific feedback about personnel performance while holding employees accountable for doing their jobs and celebrating accomplishments and successes.
- Delivers responsive and effective internal and external customer service while solving problems and proactively creating sustainable solutions to issues.
- Conducts duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor.
- Supports the City's mission, goals, policies, and objectives.
- Supports the City's corporate values of: Openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; and fiscal and environmental responsibility.
- Performs other related duties as required.

CLASSIFICATION:

This position is designated as an Unclassified Service, at-will classification exempt from coverage under the Fair Labor Standards Act (FLSA) overtime regulations.

QUALIFICATIONS:

This position requires:

Knowledge of:

- Principles of financial analysis and accounting; Generally Accepted Accounting Principles (GAAP);
- Governmental Accounting Standards Board (GASB), General Finance Officers Association (GFAO), general ledger and subsidiary ledger accounting procedures and cash management practices; including the knowledge and use of ERP systems
- Capital improvement and fixed asset accounting procedures;
- Internal auditing methods and techniques;
- Bank statement reconciliation procedures;
- Budgeting practices and standards;
- Principles and practices of business data processing particularly related to the processing of accounting and financial information;
- Regulations governing payroll and accounts payable functions;

- Municipal budget preparation and administration;
- Performance measurement;
- Management, supervision, training and performance evaluation;
- Effective customer service techniques; and
- Principles, techniques and practices of municipal accounting and financial analysis.

The ability to:

- Organize, prepare, and balance accounting records, financial statements and accounting reports using professional accounting methods;
- Conduct various financial and accounting analyses;
- Oversee and facilitate a comprehensive municipal budget process;
- Keep abreast of relevant changes in municipal budgeting and accounting trends;
- Plan and prioritize tasks to meet work deadlines;
- Develop and implement financial procedures and controls;
- Speak effectively before groups and employees of the organization;
- Communicate effectively, both orally and in writing;
- Perform public speaking and/or present training to a large audience;
- Select, train, supervise and evaluate the work of technical supporting staff;
- Establish and maintain effective interactions with staff, management, auditors, contractors, vendors, and other public and private representatives;
- Operate computer hardware and modern office equipment;
- Use spreadsheet, database, and specialized accounting software programs;
- Work extended hours in order to complete projects, attend meetings, and accommodate City needs;
- Initiate requests for proposal and create a scope of work; and
- Perform long- and short-range financial planning to meet City objectives.

Skills in:

- Business level proficiency in the English language
- Complex mathematics and calculation methods
- Customer service
- Public speaking
- Report writing
- Preparation of official business correspondence
- Supervision and leadership

Education and Experience:

- A Bachelor's degree from an accredited four-year college or university with a major in Finance, Accounting, or a related field is required.
- A minimum of four (4) years of responsible professional accounting is required, with at least three (3) years of work experience in Government Accounting and at least two (2) years of supervisory or lead responsibilities.
- Municipal finance and/or general accounting experience is highly desirable.

Other Requirements:

Possession and maintenance of a valid Class C California driver's license is required.

In addition, this position requires computer literacy with knowledge in the use of Microsoft Office products including Excel; the ability to communicate using email programs; and an understanding of and adherence to City policies for information technology.

The position's expected competencies are sound decision-making skills; critical thinking ability; problem solving and innovation skills; drive for results; analytic skills; interpersonal, customer service and diplomatic skills; ethical conduct. and proven top performance.

The position requires meeting the physical employment standards for the job classification.