

## **SENIOR ACCOUNTANT**

### CLASS CODE/PAY GRADE

Class Code: 3331  
215

EEO Code: B

FLSA: E

Pay Grade:

### MAJOR FUNCTION

Progressively responsible professional accounting work which may include supervising and maintaining an accounting system involving a large volume of governmental financial transactions.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Directs the accounting program for a fund type group of the County in accordance with generally accepted accounting principles. Develops, adapts, or revises the accounting system to meet the needs of the organization.

Assists in developing, modifying, and installing accounting system(s). Monitors selected fund account types/groups.

Prepares financial statements and reports.

May oversee and monitor on-line computer accounting systems and subsystems. Identifies needs and problems within the system(s). Assists Information Technology personnel with the design, evaluation and implementation of new/revised system(s).

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of generally accepted accounting principles and procedures, particularly as they relate to governmental financial administration, and ability to apply such knowledge to accounting transactions. Knowledge of computers and spreadsheet and other financial software. Knowledge of the laws, rules, and regulations controlling fiscal record keeping. Knowledge of accounting auditing.

Ability to work independent of close supervision. Ability to adopt and revise accounting systems to meet the needs of an accounting activity. Ability to develop, modify, and install an accounting system. Ability to supervise accounting section supervisors and professional accountants engaged in the same type of work.

### MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting; or in Business Administration or Finance with an Accounting minor, and four (4) years experience in accounting or auditing (preferably in governmental accounting or auditing). A Master's Degree in Accounting, MBA, or CPA certificate, may be substituted for one (1) year equivalent experience.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

### ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional manuals and journals; financial reports; abstracts; legal documents; memos, instructions, letters. Ability to perform advanced mathematical functions. Ability to write reports, financial reports, memos, letters, summaries. Ability to speak clearly and concisely; conversant in theory, policy and practices of area of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 5/02  
Revised 10/94  
Revised 10/03