



TOWN OF MORAGA Senior Accountant

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Established: 2022
Employee Group: Mid-Management/Professional
FLSA Status: Exempt

DEFINITION:

Under general direction, performs the more complex and responsible professional accounting work, including auditing, analyzing, and verifying financial records, preparing financial and statistical reports, providing information to Town staff regarding accounting practices and procedures, and reconciling general ledger accounts; prepares the Town's annual budgets; assist with the annual audit, year-end financial statements, and schedules; provides technical support to the Administrative Services Director; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey-level class in the professional accounting series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex accounting and financial record-keeping functions. Successful performance of the work requires extensive knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Accountant classification by the greater complexity of assignments received, the independence exercised in the completion of projects, and may supervise technical and clerical staff.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Administrative Services Director. May exercise direct supervision over technical and clerical staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Provides complex professional and technical administration of the Town's financial, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, and collection of revenues.
- Oversees accounts payable and accounts receivable, payroll, purchasing, grants, and fixed assets.
- Manages the posting, balancing, reconciliation and analysis of general ledger accounts and ensures work meets Federal, State and local policies, rules, regulations, and ordinances. Coordinates monthly and year-end general ledger closing.

- Participates in the compilation and preparation of annual budgets, including assisting other departments with budget preparation, providing revenue and expense projections, monitoring expenditures, and preparing and updating cash flow and long-term financial projections.
- Prepares monthly, quarterly, and annual financial statements, worksheets, and reports, including analysis of the financial status of various programs;
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Independently performs the accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and the Government Accounting Standards Board (GASB).
- Prepares and reviews the Annual Comprehensive Financial Report and the Single Audit, including the financial and statistical reports, and works with the Town's independent external auditors.
- Prepares and submits reports to the State Controller's Office and other agencies.
- Responsible for the processing and monitoring of Federal, State, and local grants, including the preparation of invoices for receivables and analysis of grant activities. Ensures accounting procedures are in compliance with granting agency guidelines and regulations.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations.
- Reviews and reconciles balance sheet accounts and prepares monthly bank reconciliations.
- Analyzes revenues and multi-year capital expenditures for the Town's Capital Improvement Projects and prepares fund transfers.
- Establishes positive working relationships with the public, representatives of community organizations, state/local agencies, Town management, and staff.
- Prepares various financial, statistical, and agenda reports and makes presentations for Town Council and various boards and committees.
- Supervises and trains technical, administrative, and clerical staff.
- Assists with special projects as required and performs other related duties as assigned.

STANDARDS AND WORKING CONDITIONS

Must be able to work in a standard office setting and be able to effectively communicate in person, before groups, and over the telephone. Positions in this classification may occasionally bend, stoop, reach, push and pull materials.

May be required to work a varied schedule of hours, which may include evenings, and/or weekends.

While performing the duties of this class, the incumbent is regularly required to interpret data; analyze and solve complex problems; use reasoning; perform highly detailed work under changing priorities and deadlines, work with interruptions; and interact with other staff, officials, and the public.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to

municipal financial operations.

- Principles and practices of business organization and public administration.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Computer equipment and applications related to work, including word processing and spreadsheets.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Skill to:

- Use of accounting programs and software applications
- Operate computer and related office equipment.

Ability to:

- Perform complex accounting transactions and analysis.
- Analyze financial data and draw sound conclusions.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Communicate clearly and concisely, both orally and in writing
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience: Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

Education: Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field.

Experience: Four (4) years of responsible professional public accounting or related experience.

***The employer will make reasonable accommodation in compliance with
*The Americans with Disabilities Act of 1990.***