

**CITY OF SAN CARLOS**  
**ADOPTED CC: 8-9-93**  
**REVISED CC: 11-10-97**  
**REVISED CC: 9-9-13**

**FLSA Status: Exempt**  
**At-Will**

## **SENIOR ACCOUNTANT**

### **DEFINITION**

This management classification is responsible for performing accounting and auditing work, preparing state and federal reports, assisting in the maintenance of the City's general accounting system, and maintaining the fixed asset program.

### **SUPERVISION EXERCISED AND RECEIVED**

Indirectly supervises technical and clerical staff as assigned. Reports to the Finance Director.

### **ESSENTIAL AND IMPORTANT DUTIES**

- Participates in the posting, balancing, and reconciliation of the general ledger and subsidiary accounts.
- Prepares and issues monthly budget and accounting reports and fund balance projections on a timely basis.
- Prepares and submits financial reports and other information required by outside agencies, including the City, Redevelopment Agency, and special assessment district's annual report of financial transactions to state controller, annual state street report, federal employment survey, and other reports as required.
- Coordinates with claim administrator and files claims for state-mandated cost reimbursements.
- Provides technical accounting and financial support to other sections of the department.
- Performs fixed asset accounting, including maintaining accurate and up-to-date fixed asset records and providing thorough statistics for capital and operating budgets.
- Maintains capital improvement project records, reflecting the accurate year-to-date project costs.
- Develops effective procedures for financial record keeping and accounting systems.
- Makes journal entries to ensure up-to-date and accurate accounting records are maintained.
- Prepares subsidiary ledger activity reports. Keeps accurate balance sheets on all transactions. Prepares bank reconciliation and assists with year-end close of City books; provides support documentation, schedules, and reports during the annual audit.
- Keeps current on new regulations, and implements new procedures to comply.
- Maintains effective working relationships with all levels of staff and with the public.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge** of principles, practices, methods, and techniques used in governmental accounting, public finance administration and budgeting; computer spreadsheet software. Federal and state regulations and guidelines as they pertain to municipal finance; municipal taxation and revenue management.

**Ability and skills** to compile and analyze financial reports; make accurate revenue estimates; prepare clear, comprehensive, and accurate reports and statements; examine and verify financial documents. Learn, retain, interpret and apply financial regulations and policies. Establish, maintain and foster cooperative working relations with others contacted in the course of work; foster teamwork within the department.

**EDUCATION AND TRAINING**

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be four years of governmental accounting and auditing experience, and a bachelor's degree with major course work in accounting.

**SPECIAL REQUIREMENTS**

Speak clearly and understandably; ability and dexterity to operate a computer; to read; to reach; hear voices and telephones.