

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR ACCOUNTANT **DATE: DECEMBER, 2001**

PERSONNEL COMMISSION APPROVAL: APRIL 21, 2021 (Revised)
COUNCIL APPROVAL: DECEMBER, 2001

JOB CODE: 0110
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMTMEA
FLSA STATUS: NON-EXEMPT
EEOC CODE: PROFESSIONALS

DUTIESJOB SUMMARY

Under general direction, reviews and analyzes financial transactions, prepares a variety of financial statements and reports, ensures proper recording and reporting of financial transactions and performs financial functions related to budget administration and annual audits; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Principal Finance Analyst or as designated by CFO/Assistant CFO

DISTINGUISHING CHARACTERISTICS

The Senior Accountant performs journey level professional accounting for the City under the direction of the Principal Finance Analyst and/or Finance ManagerAccountant. It is distinguished from the next higher classification, Principal Finance AnalystAccountant, by the absence of supervisory responsibilities. Senior Accountant incumbentsPositions develop methods and procedures to solve problems encountered in the course of their work and may provide direction to Accountants.

EXAMPLES OF ESSENTIAL DUTIES

- Performs advanced professional level financial accounting duties in compliance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards, including but not limited to general accounting, accounts payable, accounts receivable and payroll
- Takes an active role in the preparation of financial and statistical statements and reports, fixed assets, the implementation of GASB pronouncements and other accounting functions
- Assists in preparation of the Comprehensive Annual Financial Report (CAFR)
- Prepares general journal entries (revenues, expenditures, depreciation, etc.) to

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generate fiscal month and fiscal year-to-date balance sheets, changes in fund balance and cash flow financial statements

- Analyzes and prepares financial statements related to debt service, property tax distributions and other transactions
 - Performs year-end review of accounts and necessary adjusting and closing entries
 - Assists in the maintenance of general ledger and subsidiary ledgers of various funds
 - Reconciles information produced by automated financial reporting systems with accounting records ~~Balances and reconciles general ledger statements; prepares general journal entries (revenues, expenditures, depreciation, etc.) to generate fiscal month and fiscal year-to-date balance sheets, changes in fund balance and cash flow financial statements; analyzes and prepares financial statements related to debt service, property tax distributions and other transactions involving payroll, leases, franchises, bonds, disbursements, revenues or accounts payable.~~
 - Reviews, requisitions, and authorizes payments, fund transfers, trial balances and journal entries; reviews automated financial system reports for accuracy or to identify data entry errors; audits records and files associated with various business transactions; verifies and reconciles accounts payable or receivable transactions; allocates interest to various funds or special accounts; performs fixed asset or grants accounting; records and allocates fuel consumption and credit card usage;
 - aAssists in the preparation of information for auditors; retrieves, tabulates and audits data and prepares periodic financial, statutory, activity or statistical reports including federal grants, tax assessment, pass through statements and the annual financial report.
 - Responds to special requests for financial data and analysis
 - Provides information to other local, state, and federal agencies as requested
- EXAMPLES OF ESSENTIAL DUTIES (Continued)**

- Provides quality service to both internal and external customers; serves as Accounting liaison with assigned departments; provides accounting advice and training, reviews requests for appropriation revisions and departmental transactions; monitors budgets and compliance with internal controls, practices and procedures; performs research or furnishes assistance as required.
- Participates in the set-up and testing of new financial applications and coordinates with other departments and vendors as needed;
- mMay perform back-up duties for other positions within the work group.
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs related duties and responsibilities as assigned

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The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. ~~Management~~The City, at its discretion, may reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Federal, state and municipal laws, rules and regulations governing accounting and finance practices, fiscal controls, and financial reporting including GASB, FASB and GFOA pronouncements and publications;
- Governmental auditing, finance and accounting methods, practices and procedures;
- Computer software applications for automated accounting systems;
- Quality service principles and practices.

Ability to:

- Analyze financial or computer data and additional information in the assessment and analysis of financial data, detect discrepancies in accounting and financial records, and prepare accurate financial schedules and management reports;
- Perform mathematical computations used in accounting;
- Accurately record and retrieve information;
- Meet prescribed deadlines with attention to detail;
- Utilize computer databases and software in the performance of a wide variety of accounting and reporting of financial information;
- Utilize effective verbal and written communication skills in the preparation of financial statements, reports and presentations;
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to persuade, and/or train others, including the ability to act in a lead worker capacity

Education: A Bachelor's Degree from an accredited college or university in Accounting, Finance, Business or related field; ~~a CPA preferred.~~

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Experience: Three (3) years of professional accounting experience, at least two (2) years for a municipality or similar agency.

License/Certificate: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

Certified Public Accountant (CPA) is preferred and may substitute for up to one (1) year of required experience.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

Certifications/License: None.

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PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS ~~Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift light objects (up to 15 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Must be able to actively listen to receive instruction, and verbally communicate information in order to engage with customers, staff, and others, in person and via telephone. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials up to 15 pounds.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev Feb. 2021 pa