

SENIOR ACCOUNTANT

DEFINITION/PURPOSE: Perform advanced accounting work in establishing and maintaining the Authority's fiscal records; and provide assistance to the Finance Director in the preparation of various budgets, fiscal analyses, reports, and future projections.

DISTINGUISHING CHARACTERISTICS: This classification is responsible for the daily posting, functioning, and reconciliation of the General Ledger, subsidiary ledgers, and bank accounts; and the grant and budget reporting for the numerous and varied programs of the Authority. The classification handles the most difficult and complex routine and non-routine professional accounting of the agency. It is distinguished from the Accountant class by the depth of knowledge and experience required in performing the most difficult and complex accounting of the agency. It differs from the Finance Director in that it does not have the overall responsibility for the planning, organizing, and directing of the fiscal program of the Authority.

SUPERVISION RECEIVED AND EXERCISED: Under direct supervision and general direction of the Finance Director. Has no supervisory responsibility; however, may provide technical guidance and consultation to lower level accounting staff.

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

- Assist in the development of goals, objectives, policies and priorities for the Department.
- Maintain general ledgers and reconcile to subsidiary ledgers.
- Review, develop and modify methods to improve procedures and systems.
- Monitor investments and funds; initiate fund transfers; maintain investment records; prepare journal entries and give status reports.
- Prepare budget requests to other agencies, make use of estimates and projections.
- Request grant funding and monitor costs and requests for reimbursement.
- Provide grant accounting and reporting. Monitor costs and advise managers of budget and cost information.
- Analyze general ledger with respect to grants and miscellaneous funds.
- Compute program fees earned.
- Assist in the preparation of budgets. Analyze budget and prepare revised budget documents for the Board.
- Audit and analyze accounts. Assist independent auditor by providing backup and analysis, as requested.
- Prepare financial statements, trial balances and other financial and statistical reports. Prepare year end closing entries and coordinate preparation of financial statements. Prepare a variety of periodic reports, make electronic submissions to federal, state, other outside agencies, and grant sources.
- Prepare requisitions for funds.
- Review records and outstanding accounts. Prepare proposed write-offs of uncollectible accounts.
- Transfer funds.
- Review the maintenance of inventory records. Coordinate annual physical inventory of assets; reconcile to general ledgers; prepare proposed write-off records as required.
- Provide technical guidance and consultation to finance staff.
- Approve purchase requisitions and advise staff on system use.
- Review payroll and payroll rule application.

OTHER JOB FUNCTIONS:

- Act in place of the Finance Director, as assigned.
- May be required for office coverage in the absence of management staff.
- Opening and closing of the Authority office, as assigned.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of: Thorough knowledge of advanced accounting principles, theories and practices. Thorough knowledge of governmental budgetary and financial reporting principles, theories and practices. Working knowledge of the laws and regulations, and accounting requirements governing financial operations of local governmental agency. Thorough understanding of computerized accounting software including the ability to create and maintain complex Excel spreadsheets to meet organizational needs. Strong knowledge of internal control systems and procedures.

Ability to: Analyze, evaluate, and solve complex budgetary and accounting problems. Prepare clear and concise accounting, budgetary, statistical and narrative reports. Establish and maintain an effective working relationship with others. Exercise judgment and discretion in maintaining confidentiality while dealing with clients, general public, and coworkers. Communicate effectively in English in written and oral expression. Assist in the design and implementation of computerized accounting systems. Interpret, apply, and explain complex laws, policies, procedures, rules and regulations. Adjust to changing workloads and assignments, manage multiple projects at one time, and work under deadlines. Exercise strong problem solving skills, and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.

Licenses and Certificates: Possession of, or ability to immediately obtain and retain, a valid California Driver License.

Physical Requirements/Work Environment – Must be able to sit for lengthy periods of time in an indoor environment; stretch, bend, and have the manual dexterity to operate keyboard equipment. Have the visual and auditory capacity to operate with the perception and discrimination required by the duties of the classification. Be able to lift 25 lbs.

Other - Employee will be requested to use his/her personal vehicle, reimbursed at the agency-authorized rate, in the performance of duties. If the employee agrees, the employee must show proof of and maintain automobile insurance coverage at or exceeding the minimums specified by agency policy.

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service (INS).
- Be bondable.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and acquire the abilities would be:

Experience - Five years of increasingly responsible experience in professional accounting work, preferably in a public agency. Experience in fund or governmental accounting and related reporting is desirable.

Education - A Bachelor's Degree from an accredited college or university with major course work in accounting, finance or business administration, or related field, or the equivalent.

The Housing Authority of the County of Santa Cruz is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.