

SENIOR ACCOUNTANT

DEFINITION/PURPOSE: Perform advanced professional accounting work involving complex governmental and fund accounting functions to maintain fiscal records, prepare and review financial statements, update and monitor budgets, and provide financial support in the administration of agency programs and real estate portfolio. Responsible for conducting financial analysis, forecasting, maintaining regulatory reports and ensuring compliance with applicable accounting standards. Provides technical leadership, guidance to accounting staff, and performs related work as required.

DISTINGUISHING CHARACTERISTICS: This is the advanced/senior level classification in the Accountant series. Position independently performs the most difficult and complex accounting assignments, exercise considerable independent judgment, lead major accounting projects, interpret accounting standards, and provide technical direction and mentoring to other accounting staff. This classification is distinguished from Accountant by the higher level of responsibility, complexity of assignments, and leadership provided.

SUPERVISION RECEIVED AND EXERCISED: Under the general direction of the Finance Director. May provide lead direction, training, technical guidance, and work coordination to Accountants, and other finance staff; does not normally exercise full supervisory authority.

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

- Perform and oversee complex general ledger accounting, reconciliations, and month-end/year-end closing activities.
- Prepare, review, and analyze monthly, quarterly, and annual financial statements and reports.
- Support with internal and external audits which includes preparing audit schedules, financial statements, reports, data collection and responses to auditors.
- Review and approve journal entries, account reconciliations, and accounting transactions prepared by other staff.
- Monitor rental assistance payments which include Housing Assistance Payments, tenant accounting, and other program accounting transactions for accuracy and compliance.
- Assist with monthly Voucher Management System and annual reporting to HUD.
- Prepare and review funding, grant, and regulatory financial reports.
- Perform complex financial analysis and recommend improvements to accounting systems, procedures, and internal controls.
- Monitor investments, cash flow, fund balances, inter-fund transfers, and restricted funds.
- Support the oversight of capital assets, depreciation, and debt accounting.
- Assist in developing the annual operating and capital budgets, forecasts, and long-range financial projections.
- Monitor and maintain welfare exemptions, and all applicable financial reporting for lenders, investors and regulatory agencies.
- Assist in tracking financial performance of real estate portfolio which includes the tracking tenant rental payments, rental arrearages, utility expenditures, and analyze expense variance reports.
- Research and interpret GASB, HUD, federal, state, and local accounting requirements.
- Prepare and review grant and regulatory financial reports.
- Provide technical guidance, mentoring, and training to accounting staff.
- Participate in special projects and financial system implementations.

OTHER JOB FUNCTIONS:

- Serve as backup for payroll and other finance functions.
- Participate in inventory, banking, and cross-functional projects.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of: Advanced governmental and fund accounting principles; GASB standards; auditing; internal controls; budgeting; financial reporting; grants management; spreadsheet and financial software applications; and applicable federal, state, and local regulations.

Ability to: Analyze complex financial information; prepare and review comprehensive financial reports; lead projects; interpret regulations; communicate effectively; exercise sound judgment; maintain confidentiality; and mentor staff.

Licenses and Certificates: A valid California driver's license is required only for positions in which driving is an essential job function.

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 -

- Provide documentation showing authorization to work in U.S as outlined by the Department of Homeland Security form I-9.
- Fluency in conversational Spanish is desirable.
- 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 progressively responsible professional accounting experience, including governmental or fund accounting. Experience leading complex accounting functions or projects is highly desirable.

Education - Bachelor's degree from an accredited college or university in Accounting, Business Administration with an accounting concentration, Finance, or a closely related field. CPA designation is desirable but not required.

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.