

CITY OF ONTARIO

CLASS CODE 0221 GROUP 1
DEPARTMENT REVIEW Carolyn Brown DATE 3-24-95
PERSONNEL APPROVAL James Brown 4/4/95
EFFECTIVE DATE 6/28/85
SUPERSEDES _____

SENIOR ACCOUNTANT

DEFINITION

This is advanced professional accounting work in the maintenance and review of fiscal records and the preparation of financial reports. Under direction, performs advanced professional accounting work in the maintenance and review of fiscal records and preparation of financial reports; oversees the work of clerical and subordinate accounting personnel; performs related work as required. The work of this class requires the application of professional accounting techniques to a variety of problems, judgment in allocating charges and credits to proper accounts, and in the preparation of standard and special financial reports. Incumbents exercise independent judgment in the interpretation of procedures and regulations. Work normally involves supervision of clerical and subordinate accounting personnel. Work is reviewed by conference and analysis of reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Analyzes, verifies and reconciles general ledger accounts; oversees and coordinates general ledger entries; assists in detailed preparation of annual financial reports; assists in the development and implementation of special computer programs for accounting applications; prepares a variety of monthly, quarterly, and annual financial reports; assists in budget preparation; assists in developing new and modifying existing accounting procedures; coordinates accounting-related activities with other city departments, divisions and sections; oversees the work of, trains, and evaluates subordinate clerical and accounting personnel as assigned; oversees the work of the department in the Accounting Manager's absence.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum: Three (3) years of professional level experience in municipal or commercial accounting, including preparation of a variety of financial statements and reports; some experience in coordinating and overseeing the work of subordinate accounting and clerical personnel; college course work with emphasis in accounting or business administration;

Knowledges: knowledge of generally accepted accounting principles and procedures; knowledge of advanced principles and procedures of governmental accounting and financial administration, including budgeting and reporting; knowledge of applicable laws, regulations, practices and policies governing the receipt and expenditure of municipal funds; knowledge of the applications of electronic data processing to accounting procedures; knowledge of modern office practices, procedures, methods and equipment; knowledge of principles and methods of supervision;

(continued)

Senior Accountant

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Skills: Skill in the operation of required office equipment including, but not limited to, computer terminal and calculator;

Ability to: perform original work in the development and modification of accounting systems; communicate effectively, both orally and in writing; maintain complex records and prepare clear, concise reports; train, oversee the work of and evaluate subordinate personnel; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

Desirable: Bachelor's degree in Accounting or Business Administration.