



City of Laguna Niguel
Job Description

SENIOR ACCOUNTANT

Middle Management, Professional, and Supervisory Unit

FLSA: Exempt

DEFINITION

Under general direction, performs a variety of advanced level professional accounting, auditing, and statistical work involving the preparing, maintaining, analyzing, verifying, and reconciling financial transactions, statements, records, and reports; performs a variety of grant management and reporting including responsibility for administering all grants citywide; assists in preparing the year-end audit reports and schedules; and provides responsible staff assistance to assigned management staff.

SUPERVISION RECEIVED AND EXERCISED

The position receives general direction from the Finance Manager. May train and exercise technical and functional supervision over lower-level Finance Department personnel.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Prepares, maintains, analyzes, verifies, and reconciles complex financial transactions; reconciles assigned accounts and makes adjustments as necessary; prepares bank reconciliation.
- Performs a variety of grant management and reporting, including responsibility for administering all grants citywide; ensures compliance with applicable laws and regulations.
- Assists in preparing audit schedules for external auditors and assists the Finance Manager during the annual financial audit, single audit, and special audits.
- Prepares a variety of financial reports as mandated by the State Controller's Office, CalPERS, the County of Orange, and other governmental agencies.
- Analyzes investment portfolio performance and prepares the monthly reports on investment.
- Troubleshoots and resolves problems with the City's computerized financial system.
- Audits internal financial documents and transactions, including but not limited to the contract, grant, and purchasing functions; researching and resolving problems to assure compliance with applicable policies and procedures.
- Assists in developing, implementing, and maintaining administrative policies and procedures; evaluates internal control procedures including identifying areas of concern and making recommendations.
- Provides professional and technical guidance and training to Finance Department staff in accounting, payroll, and budget administration.
- Serves as backup for accounts payable, accounts receivable, and payroll.

- Assists Director of Finance and Finance Manager with special projects as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, reconciliation; federal and state regulations and guidelines as they pertain to municipal finance, municipal taxation, and revenue management.
- Practices and techniques of automated and manual financial and accounting document processing and record keeping.
- Financial research and report preparation methods and techniques.
- General principles of risk management related to the functions of the assigned area.
- Applicable laws, codes, and regulations including City ordinances, codes, policies, resolutions, and agreements related to accounting activities.
- Standard office support practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing, spreadsheet, and database applications.
- Records management principles and practices.
- Techniques for effectively representing the City in contacts with government agencies, community groups, and various business, professional, regulatory, educational, and legislative organizations.
- Techniques for providing a high level of customer service to the public and City staff, in person, over the telephone, and through electronic communication.
- Safe driving principles and practices.
- Safe work practices.

Ability to:

- Perform difficult, professional, and technical accounting and financial support work accurately and in a timely manner.
- Maintain accurate accounting and financial records for special accounts and projects for the preparation of clear and accurate reports for informational, operational, and auditing use.
- Reconcile accounts, records, reports, and journals.
- Prepare financial and/or auditor statements, schedules, and reports.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Review and verify the accuracy of data.

- Organize own work, set priorities, and meet critical deadlines.
- Train staff in work procedures.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Provide exceptional customer service to coworkers, internal customers, and the public.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish and maintain effective working relationships with employees and those contacted in the course of work.
- Operate modern office equipment including computers and supporting word processing, spreadsheet, and database applications.

EXPERIENCE AND TRAINING

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Experience:

Four (4) years of professional governmental accounting and auditing experience.

Education/Training:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, public administration, or related fields.

Licenses/Certificates:

- Must possess and maintain a valid California Driver's License.
- Possession of an active Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) certificate, and/or Certified Government Financial Manager (CGFM) certificate is highly desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Note: *All employees of the City of Laguna Niguel are designated by California Government Code Sections 3100-3109 to be "Disaster Service Workers". In the event of a declared emergency, any undeclared emergency, or natural disaster that threatens the life, health, and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in various locations, outside the employees' normal working hours, performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.*