

**TITLE:** Senior Accountant/**Position No.:** 112



**DEPARTMENT/DIVISION:** Financial and Management Services/Accounting Division

**SUPERVISED BY:** Accounting Director

**NATURE OF WORK:**

- Performs advanced, professional and administrative work directing and supervising the payroll and accounts payable functions for the County and its fiscal agents, as well as preparation of fiscal agent financial reports. Includes planning, coordinating, and evaluating the work of Accounts Payable Specialists and Payroll Coordinator staff.

**PRIMARY DUTIES:**

- Coordinates processing of County and fiscal agent payroll and ensures accurate reporting general ledger and compliance with tax regulations.
- Coordinates processing of County and fiscal agent accounts payable and ensures accurate reporting on the general ledger.
- Prepares monthly and annual financial reports for fiscal agents.
- Assists in the preparation and review of the annual budget using complex automated financial systems.
- Supervises employees in payroll and accounts payable and ensures that their knowledge, experience and on-going training are sufficient to perform the jobs assigned.

**JOB PREPARATION NEEDED:**

- Any equivalent combination of the following providing necessary knowledge, skills, and abilities: Bachelor's Degree in Accounting or related field; considerable accounting experience using complex financial systems, including considerable supervisory or lead experience.
- Considerable knowledge of principles, methods, and practices of accounting, auditing, tax, and financial reporting.
- Considerable knowledge of taxation and reporting requirements, including laws governing garnishments, levies and other deductions from wages.
- Some knowledge of Governmental Accounting Standards Board statements.
- Prefer accounting experience with local government.
- Prefer experience with Word, Excel, and Access.

**POST-OFFER REQUIREMENTS:**

- Credential check.
- Criminal history and sex offender record check.

**INTRODUCTORY PERIOD:** 12 months

**JOB LOCATION AND CONDITIONS:**

- Duties are performed primarily in an office setting.
- Requires occasional work at other locations throughout the County or fiscal agent sites.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions.
- May be assigned to report at a different time and location and to perform different duties as necessary.

## **GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:**

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

### **I. MENTAL ABILITIES:**

- Must have ability to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

### **II. VERBAL ABILITIES:**

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees, and communicate with others as necessary.
- Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

### **III. NUMERICAL:**

- Must have ability to mentally perform accurate two digit calculations and perform accurate calculations aided by a calculator, adding machine or measurement device.

### **IV. SPATIAL ABILITIES:**

- Must have ability to comprehend forms in space and understand relationships of plan and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

### **V. MANUAL DEXTERITY:**

- Must have ability to use telephone, use calculator, use copy machines, use fax machine, and manipulate computer keyboard and mouse.

### **VI. FINGER DEXTERITY:**

- Not essential to job function.

### **VII. PHYSICAL DEMANDS:**

- Strength: Not essential to job function.
- Climbing: Not essential to job function.
- Standing, sitting, walking, running: Must have ability to occasionally (0-1 hours/day) stand, occasionally (0-1 hours/day) walk, frequently (5-7 hours/day) sit. Running is not essential to job function. Must have ability to walk on flat terrains.
- Stooping, kneeling, crouching and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 0-5 times a day.
- Reaching, handling, fingering and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold, or operate with hands 0-5 times a day.
- Seeing: Must have ability to perceive or comprehend by the sense of sight. Necessary characteristics include focus (distinctness or clarity).

### **VIII. DRIVING:**

- Not essential to job function.