

**Definition:** Under general direction of the Finance Director, performs the most complex accounting tasks; plans, organizes, coordinates, the day-to-day operations of assigned accounting function(s); records and reports financial transactions and budgetary controls; reviews fiscal records; performs difficult and complex statistical analyses; assists with annual budget preparation; prepares financial report statements and analyses; trains, supervises and evaluates assigned personnel; ensures work is completed in accordance with applicable accounting standards, regulations, policies, and procedures; performs work of considerable difficulty in maintaining the City's general ledger and prepare key financial reports requiring comprehensive knowledge of City's municipal financial functions and automated municipal accounting systems; performs related work as required.

**Distinguishing Characteristics:** This is an advanced level professional accounting class. Incumbents in this class perform difficult and complex work involving City-Wide accounting systems and related aspects of financial management and provide day-to-day supervision and/or direction to lower level accounting staff.

**Supervision Exercised and Received:** Receives general supervisory direction and control intended to define objectives and problems from the Financial Director, with occasional instruction or assistance as new or unusual situations arise. Supervises Accounting Technicians and other staff as may be assigned.

**Essential Duties:**

- Plans, organizes, evaluates, trains, directs or performs, if required, the work of assigned staff in the various accounting systems; assures completion of work in a timely and accurate manner.
- Assists or participates in the design, control, operation and enhancement of manual and computerized systems established for municipal accounting functions including budget/general ledger control, contracts/accounts payable, revenue/utilities billing, bank investments, payroll and fixed assets;
- Prepares a variety of financial statements, reports and analyses; analyzes existing accounting procedures and prepares recommendations for their revision when necessary.
- Prepares required financial reports to other government agencies and financial institutions; maintains special accounting records for City, State and Federal grant programs; prepares related reports and reimbursement claims.
- Participates in the audit process.
- Participates in the development and installation of accounting and fiscal procedures and methods, monitors and evaluates those procedures and methods, and recommends changes when needed.
- Monitors various funds and city wide projects for financial purposes; prepares and issues journal entries and verifies financial data.
- Answers inquiries and coordinates operations with other City Departments; analyzes and reconciles expenditure and revenue accounts and coordinates various accounting records with information received from accounting systems and departmental records.
- Reviews and audits entries made to various financial records for proper coding and maintenance of proper accounting procedures; conducts audits as required for compliance with the City's Transient Occupancy Tax Ordinance with hotels/motels located within the City.
- Analyzes, calculates and allocates inter-departmental charges for various expenditures, performs comprehensive financial activity studies and assures compliance with reporting requirements.
- Performs related duties as may be required.

**Minimum Qualifications:**

**Knowledge of:** Generally Accepted Accounting Principles (GAAP), techniques and practices of governmental accounting; Government Accounting Standards Board (GASB) pronouncements, auditing and fiscal management; accounting systems and data processing inter-relationships; modern office methods,

**CITY OF MILLBRAE  
CLASSIFICATION SPECIFICATION**

**SENIOR ACCOUNTANT  
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procedures and equipment; financial administration, budgeting and reporting; financial research and report preparation methods and techniques; sales tax and payroll tax laws; applicable Federal and State laws and regulations; applicable City ordinances; applicable laws, regulations, City Municipal Code, ordinances, and resolutions governing the fiscal activities of the city; automated financial systems and their application and modern office machines; computer applications related to the work, including word processing, database, presentation, graphics, and spreadsheet applications; operation and application of personal computers and software applications; report and business letter writing including the standard format for reports and correspondence; research techniques and practices; basic principles of supervision, training and evaluation; appropriate human interactions in the work place; the English language including reading, writing and spelling.

**Ability to:** Analyze data and draw conclusions; accurately and thoroughly maintain a wide variety of records; prepare clear, concise, comprehensive and accurate reports; understand, interpret and apply complex regulations or procedures; learn and effectively operate applicable computer equipment and associated programs and applications; effectively communicate orally and in writing with all levels of staff and the public; provide accurate information; establish and maintain effective working relationships with those contacted in the course of the work; prepare complex financial statements, reports and analyses; examine, verify and prepare financial information; learn and apply Federal, State and local laws, ordinances and regulations related to the work; make sound decisions and recommendations consistent with the requirements of the job; perform duties and responsibilities with limited direction and instruction; organize own work effectively; supervise, prioritize and coordinate staff projects and workload;

**Education and Training Guidelines:** Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

**Education:**

Graduation from an accredited college or university with a B.S./B.A. in accounting, finance, public or business administration or a closely related field.

**Experience:** Five years of professional accounting and data processing experience with at least two years in municipal accounting. Supervisory experience is strongly preferred.

**Special Requirements:** Ability to sit for long periods of time; learn, understand and interpret complex accounting procedures, information, terminology, policies and procedures; work as needed during non-business hours; ability to attend conferences and seminars to receive updated information on new laws and regulations; meet critical deadlines; work effectively with a wide variety of people; maintain composure under difficult circumstances; analyze accounting systems and procedures; organize and supervise the work of others.

**LICENSES, CERTIFICATES, REGISTRATION:**

**Licenses:** Possession of a valid Class C California Driver's License may be required.