

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE: SENIOR GOVERNMENT ACCOUNTANT**

**CLASS CODE: 45**

**REPORTS TO: FINANCE DIRECTOR**

**TYPE: MidMgmt - Exempt**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not to reflect all duties performed within the job.*

**POSITION SUMMARY:**

Under the general direction of the Finance Director, and in accordance with accepted accounting principles and procedures, performs professional accounting/auditing work independently and at the full performance level; maintains complex accounting records; prepares and analyzes financial statements and reports; planning, coordinating and participating in auditing assignments to determine the adequacy of internal controls, the efficiency and effectiveness of operations, and compliance with applicable laws and prescribed policies and procedures. May also provide training of paraprofessional and clerical personnel. Acts as the department head in the Finance Director's absence.

**FAIR LABOR STANDARDS ACT EXEMPTION:**

The incumbent of this position spends more than 50 percent of his/her time as a mid-manager performing office work directly related to management policies or general business operations. The incumbent customarily and regularly exercises discretion and independent judgment. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Executive Employee."

**ESSENTIAL FUNCTIONS:**

*Essential functions may include, but are not limited to, the following:*

Constant use of computer; constant sitting in office chair; frequently standing to meet public at counter; tactfully deal with public in oral communications and by telephone; full use of hands and fingers to use office equipment; hearing and oral skills to utilize two-way radio.

**WORKING CONDITIONS:**

Work is conducted in a normal office setting with no known significant hazards.

**SUPERVISORY GUIDANCE RECEIVED/GIVEN:**

Supervision received is characterized by general administrative support and control rather than direct control over methods, and defining departmental objectives. Completed assignments may be reviewed upon completion by the Finance Director and/or City Manager, the City Attorney's Office and outside auditors. May provide supervisory oversight to and direct work of other department employees.

**DISTINGUISHING CHARACTERISTICS:**

This is the most senior Government Accountant position. Distinguishing characteristics over the Government Accountant II include a highly developed ability to work independently and exercise sound judgment in the pursuit of the general policies, plans and objectives prescribed for the department.

## **JOB TITLE: SENIOR GOVERNMENT ACCOUNTANT**

Ability to independently perform professional accounting work and based upon professional analysis recommend and implement financial policy.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

- Assist the Finance Director in planning, organizing, and supervising all details of the departmental operations and personnel.
- Assist in the selection and supervision of professional and support staff.
- Perform advanced accounting work; request and prepare various accounting and statistical reports.
- Reviews legislations and advises on implications and applications relevant to the City.
- Develop systems and methods for compilation and preparation of financial reports and statistical statements.
- Maintains records for the City's fixed assets in accordance with GASB 34.
- Acts for the Finance Director during absences and as directed.
- Prepares quarterly financial statements, including analysis and reconciliation of all underlying accounts.
- Interfaces with Auditors
- Assists in the preparation of the annual budget, inputs budget data into computer system and assists in monitoring of budget compliance.
- Researches and analyze transactions to resolve budget problems.
- Maintains City's general ledgers, and other book of accounts, including control and subsidiary records.
- Supervises and/or assist in the preparation of payroll, accounts payable/receivable, and utility billing.
- Maintain Financial records to support grant administration and prepare grant financial reports.
- Assist Finance Director in preparing state required reports including controller reports.
- Assist Finance Director/City Treasurer in cash management, banking relationships, and investment activities.
- Provide supervision of day-to-day Finance Department operations to ensure appropriate standards and compliances with financial control practices and policies.
- Provides back-up support for other finance staff and for general clerical staff including reception, telephone, counter work, work processing, typing and filing as needed.
- Recommends appropriate modifications to the Finance Department's policies and procedures.
- Coordinates with Information Technology staff and contractors and the financial system software provider for the ongoing maintenance of the financial system.
- Assists in the conversions and maintenance of the financial computer system.
- Maintain confidentiality of sensitive financial and HR related data.
- Follow City policies and guidelines.
- Performs other related tasks and duties as required.

### **MATERIALS, EQUIPMENT AND TOOLS:**

Typically uses Federal and State regulations and reference materials, including Governmental Accounting, Auditing, Financial Reporting, and GASB Bulletins; City policies, procedures, budget; principles of governmental accounting and auditing using best practices as defined by current standards. Calculator, personal computer, copier, printer, postage machine, telephone, two-way radio, safe, file boxes, financial systems server, fax machine. Computer programs, i.e., financial system,

## **JOB TITLE: SENIOR GOVERNMENT ACCOUNTANT**

accounts payable, payroll, business license, utility billing, CalPERS retirement system reporting, Windows XP, Excel, Word, Outlook.

### **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California Driver's License.

### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Principles and practices of governmental accounting.
- Principles and practices of governmental budgeting.
- Principles and practices of related fiscal control functions.
- Principles of computerized financial and management information systems, specifically Springbrook/ACS financial systems.
- Principles and practices of effective supervision.
- Principles of cash management, banking and investments.
- Correct English usage, spelling, grammar and punctuation; desirable to be bilingual (English and Spanish).

#### **Ability to:**

- Understand and utilize data processing and specialized accounting operations in developing or revising citywide policies and procedures.
- Evaluate and interpret auditing, statistical, and legal reports and documents.
- Supervise and evaluate centralized accounting operations and staff.
- Prepare various types of financial/accounting statements, records, and reports.
- Establish and maintain effective relationships with employees, officials and the public.
- Communicate effectively orally and in writing.
- Use Microsoft Office programs, i.e., Outlook, Word, Access, Excel, Publisher
- Perform arithmetical and mathematical computations rapidly and accurately.
- Exercise a critical approach to regular routine and make suggestions for improvement.
- Perform highly responsible financial record keeping and clerical work involving use of independent judgment and confidentiality.
- Learn, interpret and apply the procedures, precedents and policies of governmental finance and accounting.

### **MINIMUM EDUCATION/EXPERIENCE**

- Bachelor's Degree from an accredited college or university in Business or Public Administration, Economics, Finance, Accounting or related fields including a minimum of 15 quarter or 10 semester units of accounting course work; and
- Equivalent to four years experience at the Government Accountant II level.

### **DESIRED EDUCATION/EXPERIENCE**

- Additional work experience in governmental accounting and cash management, banking, revenue, or investment experience, or capital infrastructure financial planning and management. CPA, or demonstrated progress in qualifying for CPA, or Governmental Finance Officers Association (GFOA) Certified Public Finance Officers (CPFO) certification or demonstrated progress in qualifying certification or MBA from accredited business school.

**JOB TITLE: SENIOR GOVERNMENT ACCOUNTANT**

**PHYSICAL REQUIREMENTS:**

Constant sitting in office chair, use of keyboard and computer monitor; frequent writing, standing at public counter and moving from sitting to standing at counter; occasional lifting of office equipment and supplies of less than 30 pounds, climbing flights of stairs.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(City Manager Signature)

**I have read and understand the contents of the job description:**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_