

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE: SENIOR GOVERNMENT ACCOUNTANT**

**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:*

Analyze and evaluate accounting problems; use of independent judgment regarding technical accounting problems; read analyze and interpret professional periodicals and journals, technical procedures and government regulations; establish and maintain effective working relations with other, apply concepts such as fractions, percentages, ratios and proportions to practical situation.

Full use of hands and fingers for constant use of keyboard and computer monitor; frequent writing, and moving from sitting to standing at counter; occasional lifting, carry, pushing and/or pulling, moving of office equipment and supplies of less than 30 pounds, climbing flights of stairs; hearing and oral skills to communicate with co-workers and public; exposure to dirt and dust.

**WORKING CONDITIONS:**

Work is conducted in a normal office setting with little exposure to outdoor temperatures, some exposure to dirt and dust.

**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

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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. 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 and budget to actual comparisons.
- Interfaces with Auditors and oversees the coordination of the annual fiscal year audit.
- 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 questions and budget problems.
- Maintains City's general ledgers, and other book of accounts, including control and subsidiary records in accordance with professional standards.
- Supervises and/or assist in the preparation of payroll, accounts payable/receivable, and utility billing.
- Maintains financial records to support grant administration and prepare grant financial reports.
- Provides information to the public or to City staff that requires the interpretation of policies, rules, or procedures.
- Reconciles bank statements, researches discrepancies and makes correcting entries as necessary.
- Assists in the coordination of activities of the Finance Department with other departments and outside agencies.
- Monitors Council/District resolutions to record approved budget adjustments.
- Prepares monthly/quarterly/annual cost allocation journal entries for inter-fund charges.
- Assists Finance Director in preparing state required reports including State Controller reports.
- Assists Finance Director/City Treasurer in cash management, banking relationships, and investment activities.
- Provides 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.

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- 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, safe, file boxes, fax machine. Computer programs, i.e., general ledger system, accounts payable, payroll, business license, utility billing, CalPERS retirement system reporting, Microsoft Office and Windows.

### **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 financial systems.
- Principles and practices of effective supervision and interpersonal skills.
- 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 routines 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.

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**MINIMUM EDUCATION/EXPERIENCE**

- Bachelor's Degree from an accredited college or university in Business or Public Administration, 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.
- Or:
- At least 7 years of progressive related and equivalent work experience in accounting management coordinating audit activities, financial reporting, budget development, actual to budget analysis as well as overseeing accounts payable and receivable, general ledger, payroll and customer service.

**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.

**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.*