

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Senior Accountant-Auditor
ALLOCATION: Auditor Controller Department
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: January 2008
REVISED:

JOB SUMMARY:

Under general direction organizes, assigns, and reviews the work of assigned personnel engaged in the performance of professional accounting and auditing duties; performs duties requiring specialized knowledge; provides administrative support to assigned supervisor; oversees the preparation of the County tax rolls; apportions property tax revenues and produces revenue projects; prepares and maintains a variety of complex accounting records and performs other duties as assigned. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

This is the advanced journey professional level in the accounting series.

CLASS CHARACTERISTICS:

This position reports directly to the Auditor Controller. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made.

EXAMPLES OF DUTIES:

Essential:

- Oversees the preparation of and prepares County final tax rolls for submission to the Treasurer/Tax Collector; maintains property tax records and files and ensures that rolls are correct and distributions appropriate.
- Apportions property tax revenues and produces revenue projects for budget purposes; prepares budget transfers and implements such transfers after approval by the Board of Supervisors.
- Reviews accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries; examines supporting documentation to establish proper authorization and conformance with contracts and other agreements, policies and appropriate regulations.
- Prepares and maintains control and subsidiary accounting records; prepares trial balances and financial reports using computerized and manual systems.
- Compiles and prepares journal entries and periodic reconciliations of general ledger, journal, subsidiary accounts and bank statements; makes correcting entries as required; compiles and prepares financial reports and supporting schedules and documentation.
- Audits trust accounts and other funds, reconciles and corrects as required.
- Maintains accurate financial records and files for various funding sources, including grants and capital improvement projects; prepares reports for such funding agencies.
- Plans, prioritizes, and reviews the work of staff assigned to a variety of accounting duties.
- Provides staff training; works with employees to correct deficiencies.
- Performs cost and/or rate studies and analyze cost factors.
- Builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Uses standard office equipment, including a computer, in the course of work; may drive a motor vehicle to attend meetings and visit work sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of governmental accounting.
- Economic and accounting principles and practices, budgeting, contract administration and the analysis and reporting of financial data.

- Budgetary practices and terminology.
- Auditing principles and techniques.
- Business arithmetic, algebra, statistics, and their applications.
- Applicable laws, codes and regulations.
- Modern office equipment, methods, procedures and computer hardware and software.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Practices of reviewing financial documents for completeness and accuracy.
- Principles and practices of budget development and administration.
- Principles and practices of auditing financial documents and records.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

- Provide lead direction over assigned staff; effectively train staff.
- Planning, directing and reviewing the work of others on a project or day-to-day basis.
- Perform the most complex duties related to professional accounting and auditing.
- Reviewing financial documents for completeness and accuracy.
- Compiling and reviewing budget figures.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate accounting and financial records and preparing accurate and timely reports.
- Making accurate arithmetic calculations.
- Communicating clearly and concisely, orally and in writing.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Use initiative and independent judgment within established procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Education and Experience:

MINIMUM: A Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business administration or a related field; and three years of experience at a level equivalent to the County's classification of Accountant-Auditor II.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum, experience in a public agency setting.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Dean Sellers
Date:

Personnel Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____