



City of Casa Grande

Senior Accountant

GENERAL PURPOSE: Under limited supervision, performs a full range of accounting, technical review and financial reporting duties, and supervises accounting activities and subordinate staff.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs complex accounting activities, which may include: reviewing, researching, and analyzing transactions; tracking and analyzing expenditures; reconciling and analyzing accounts; researching technical accounting issues; compiling and analyzing financial data; tracking capital project expenditures; monitoring general ledger accounts; reconciling accounts and financial system modules; monitoring fixed and controlled assets; and/or, performing other related activities
- Prepares and reviews Comprehensive Annual Financial Report according to policy and procedures, and coordinates work with auditors.
- Reconciles transactions, ledgers, banks, accounts and financial activities according to policies; records changes, reconciles and resolves differences; reviews financial and accounting records and corrects errors as required.
- Prepares year-end General Ledger; collects financial and administrative information and compiles data for reports.
- Reviews and approves documents and computer accounting entries; reviews and approves other technical accounting activities, including general ledger, accounts payable, revenue, transmittals, special fund accounting, and payroll.
- Assures the quality of the financial activities and work products; monitors accounting documents for accuracy, completeness, and compliance with Federal, state, and City policies and practices.
- Plans, supervises and directs the daily activities of accounting staff; screens and assigns workload; plans, prioritizes and assigns tasks and projects; trains and coaches staff; monitors work, develops staff skills, and evaluates performance.
- Interprets and explains accounting policies, procedures, rules and regulations.
- Assists in preparing and implementing accounting related policies and procedures; makes recommendations regarding, and/or updates, existing accounting policy and procedure manuals
- Participates in the implementation of upgrades, additions, and changes in automated financial software
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Technical, clerical and administrative staff.

MINIMUM QUALIFICATIONS:

JOB DESCRIPTION

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Education and Experience:

Bachelor's Degree from an accredited college or university with major coursework in finance, accounting or the core functions of this position, and five-year's experience in governmental finance and accounting, including two years of lead or supervisory experience; OR an equivalent combination of education and experience.

Knowledge of:

- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial management.
- City organization, operations, policies and procedures.
- Principles and practices of municipal finance and records management.

Skill in:

- Computerized financial systems, Microsoft Office products to include excel spreadsheet software applications.
- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Supervising and coordinating staff, and delegating tasks and authority.

Ability to:

- Correct and update financial records and database systems.
- Analyze and interpret financial documents and calculations, and prepare complex financial reconciliations.
- Provide superior customer service for both internal and external customers.
- Perform complex and confidential assignments and draw logical conclusions.
- Communicate both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation and grammar.
- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.
- Work independently and as part of a team.

Special Requirements: None.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.