



# Midpeninsula Regional Open Space District

## SENIOR ACCOUNTANT

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex technical and administrative support related to the processing of financial transactions and preparing and reconciling financial and accounting records and reports; performs professional accounting work to ensure regulatory compliance with governmental accounting standards; maintains and improves the District's accounting system; administers current and long-term planning activities; manages the effective use of department resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Administrative Services Manager in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Administrative Services Manager. Exercises direct and general supervision over technical and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a professional classification responsible for managing all accounting activities in the Administrative Services Department. The incumbent organizes and oversees day-to-day financial processing, reporting, and record-keeping activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Administrative Services Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is further distinguished from the Administrative Services Manager in that the latter has overall responsibility for all functions of the Department and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Manages and participates in all activities related to the District's accounting function, including the integrated accounting and financial system, accounts payable, accounts receivable, processing and issuance of checks, cash receipts, fixed assets, general ledger reconciliation, and year-end close.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules; prepares new-year, mid-year, year-end and special reports, including the Comprehensive Annual Financial Report (CAFR).
- Participates in the development and implementation of goals, objectives, policies, and priorities for the unit; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the Accounting unit's budget.

- Participates in the compilation and preparation of District budget, including providing salary and benefits data, revenue and expense projections, monitoring expenditures, and preparing and updating cash flow and projections.
- Assists in the selection and implementation of new accounting and payroll systems and modification to existing system; identifies problems, and consults with vendor support to request technical solutions to specific user needs; provides technical support for departmental software applications as appropriate. administers changes and adjustments to systems as needed
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the accounting function, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Administrative Services Manager.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Administrative Services Manager.
- Manages the District's investment and monitors cashflow for all funds.
- Manages annual independent audit; schedules, provides information and reporting for audits; ensures availability and accuracy of required reports and documentation.
- Prepares, calculates, and analyzes a variety of financial reports and data in the preparation of the annual operating and Capital Improvement Program budgets.
- Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters; monitors accounting procedures of all District departments, including internal audits and checks and balances; ensures that necessary corrective actions are taken.
- Provides highly complex staff assistance to the Administrative Services Manager; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency accounting; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of public agency finance, including general and governmental accounting, auditing and reporting functions.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned division.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.

- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a related field and five (5) years of professional accounting experience, including lead or supervisory experience.

**Licenses and Certifications:**

- None. Certification as a Certified Public Accountant in the State of California is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter,

and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: January 2015

REVISED: N/A

FLSA: Exempt