

# LAKE HAVASU CITY, ARIZONA CLASS SPECIFICATION

## CLASS TITLE: Senior Accountant

<b>BAND</b>	<b>GRADE</b>	
E	919	
<b>DEPARTMENT:</b> Finance	<b>ACCOUNTABLE TO:</b> Division Manager	<b>FLSA STATUS:</b> Exempt
<p><b>CLASS SUMMARY:</b> Incumbents are responsible for performing professional level accounting, auditing, investment and financial analysis work by coordinating, monitoring and participating in the administration of the City's accounting, finance, customer service and administrative functions. Duties might include: planning, scheduling and reviewing accounting support staff; leading and participating in the preparation of accounts payable/receivable, payroll and tax documents; maintaining the general ledger; preparing and reviewing in the preparation of reports; reviewing annual contracts; coordinating capital improvement and operating budgets; coordinating budgetary control systems to monitor City-wide expenditures; and, conducting audits.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Senior Accountant is the third level of a three level professional accounting series. The Senior Accountant is distinguished from the Accountant in that the Senior Accountant has a broader scope to include: performing financial analysis, supervising and providing technical assistance and training Accountants and other support staff.</p>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	<b>FRE-QUENCY</b>	
1.	Supervises departmental operations to include: monitoring work flow; assigning and evaluating work; ensuring compliance with policies and procedures; providing technical guidance and direction to staff; handling complex tasks; resolving problems and handling complaints; evaluating programs and operations; and, recommending changes.	Daily	
2.	Performs a variety of complex accounting activities which may include: developing forms and instructions for the annual budget process, maintaining the general ledger, analyzing revenues and expenditures, establishing new accounts, reconciles bank statements, conducting audits, analyzing rates and updating fee schedules.	Daily	

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3.	Coordinates a variety of financial activities such as the administration of the City's accounting and financial systems, annual audits, controls systems for the budget, accounts payable/receivable and payroll activities or the maintenance of journals, ledgers and other financial records.	Daily	
4.	Provides technical advice to support staff and other departments.	Daily	
5.	Prepares a variety of correspondence, reports and other financial documents such as operating budgets, capital improvement budgets, responses to tax payers, tax information articles and brochures, tax notification letters, delinquency notices, tax revenue reports, grant reports, revenue and expenditure reports, year-end reports and statistical reports.	Weekly	
6.	Performs internal audits.	Monthly	
7.	Handles monthly, quarterly, and annual accounting closing process.	As Required	
8.	Conducts taxpayer workshops and seminars; serves as a guest speaker at clubs and organizations.	Varies	
9.	Analyzes costs of recovery for City services.	Annually	
10.	Reviews accounting methods and procedures; makes recommendations to modify or develop new procedures.	Annually	
11.	Performs other duties of a similar nature or level.	As Required	

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**Knowledge** (position requirements at entry):

Knowledge of:

- Theories and principles related to area of assignment such as accounting; budgeting and personnel;
- Laws and regulations governing area of assignment, such as federal, state, and local reporting requirements;
- Governmental and fund accounting theories and principles;
- Auditing.

**Skills** (position requirements at entry):

Skill in:

- Assigning and reviewing the work of others;
- Coordinating financial activities and reports;
- Maintaining automated financial and accounting systems;
- Applying Generally Accepted Accounting Principles (G.A.A.P.);
- Interpreting accounting policies, procedures and requirements;
- Preparing financial reports and other documents;
- Reviewing and checking for accuracy accounting information;
- Resolving problems;
- Preparing depreciation schedules;
- Analyzing financial information;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Bachelor's Degree in Accounting or Business (minimum 12 credit hours of accounting) and three years of accounting experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Experience in governmental and fund accounting is preferred.

**Licensing Requirements** (position requirements at entry):

- Valid Arizona driver's license of appropriate class

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**Physical Requirements:**

Positions in this class typically require: sitting, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (clm )

Date: 05/98

Rev: 05/02 (skm); 06/07 (jls); 09/09 (sjp)