

## CITY OF CARSON

**Title:** SENIOR ACCOUNTANT

**Job Summary:**

Under direction, to supervise and perform complex professional accounting and auditing work in the maintenance of financial records.

**Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Supervises and performs budgetary accounting work processing financial data and maintaining expenditure controls.
2. Sets up records for general ledger posting.
3. Audits complex accounting findings.
4. Prepares a variety of periodic and annual reports.
5. Conducts research and provides data for expenditures and cash requirements.
6. Assures proper coding of all vouchers and cash receipts.
7. Reviews and recommends revisions in existing office procedures and forms.
8. Coordinates activity concerning annual physical inventory of all City properties.
9. Confers with staff and maintains liaison with departments.
10. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Any combination equivalent to graduation from a recognized college or university with a baccalaureate degree in accounting or related field and approximately three (3) years of full time paid professional accounting experience.

**Knowledge of:**

- Principles and practices of accounting including debit, credit, journal entries, and audit.
- Office practices, procedures, and machines.
- Operation of computer terminal.
- Required State and Federal laws relating to financial accounting.

**Skill and Ability to:**

- . Apply and adapt established methods to a variety of accounting transactions and problems.
- . Prepare accurate financial statements and reports.
- . Perform mathematical calculations with speed and accuracy.
- . Supervise the work of others.
- . Communicate effectively in writing and orally.
- . Establish and maintain effective working relationships with others.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require vision (which may be corrected) to read small print.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- . Perform work which is primarily sedentary.
- . Is subject to inside and outside environmental conditions.
- . May be required to work at a video display terminal for prolonged periods.
- . May be required to work evenings or weekends.