



Senior Accountant

Department/Division:	Finance
Reports To:	Finance Manager
Provides Direction To:	N/A
FLSA Exemption Status:	Exempt
Effective Date:	2/5/2026

GENERAL PURPOSE

Under direction, takes the lead and performs complex professional accounting and financial analysis duties in the preparation and maintenance of financial records and reports for various District accounts and funds; provides professional recommendations for action; serves as department liaison to other departments with respect to understanding accounting documents and financial reports; takes the lead and performs advanced, technical financial and statistical reporting related to maintaining the District's general ledger including preparing month end and year end journal entries, reports and participating in the annual audit; provides technical assistance to the Finance Manager, Chief Financial Officer and other departments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is the lead level in the Accountant classification series. It is distinguished from the Accountant in that the Senior Accountant is the lead level classification, performing accounting and related duties at a higher level than the Accountant, taking the lead on projects, and exercising significantly more discretion and independent judgment than the Accountant. The Senior Accountant is distinguished from the Finance Manager in that the Senior Accountant **does not** exercise supervisory or management authority.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Takes the lead role and participates in a variety of complex accounting and finance-related activities; assists the Finance Manager and Chief Financial Officer in providing training and work direction, work coordination, and guidance to assigned staff; reviews work for accuracy, completeness, and compliance with established standards and procedures.
- Maintains various accounts and general ledgers; prepares monthly fiscal reports relating to the progress of assigned accounts.
- Analyzes revenues and expenditures; recommend amendments to the budget; prepares budget resolutions.

- Serves as a financial resource to the Board of Directors and various District departments; provides information regarding various accounts, revenues, and expenditures.
- Audits accounts to ensure availability of funds; reviews demand for payment to ensure correct account numbers, proper signatures, and availability of funds.
- Audits account numbers and balance appropriations available for financial demand and purchase orders; reviews account balances and entries for errors; corrects journal entries.
- Prepares bond construction and lease fund reimbursements.
- Assists departments in the proper classification of revenues and expenditures.
- Maintains and reconciles various ledgers, reports, and account records; examines correct accounting transactions to ensure accuracy.
- Accounts for and monitors all economic development/redevelopment bond-related activity.
- Monitors and balances various accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Prepares comprehensive financial and payroll activity studies, reports, and statements as directed.
- Recommends and implements changes in accounting and auditing systems and procedures.
- Prepares and posts journal entries to record revenues, wire transfers, payments to assessment districts, and correct expenditures.
- Prepares investment account statement reconciliations.
- Maintains and adjusts the District's fixed assets records.
- Provides technical assistance and assists the Finance Manager and Chief Financial Officer in providing training to District staff in accounting, payroll, and budget administration matters.
- Maintain prompt and regular attendance.
- Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Principles of lead direction, work coordination, and training.
- Operational characteristics, services, and activities of an accounting program.
- Generally accepted accounting principles and practices.
- Finance and governmental accounting theory, concepts, procedures, and techniques.
- Principles and practices of budget preparation and administration.
- Principles of fund accounting and corporate, non-profit accounting functions.
- Principles, procedures, and techniques of financial analyses
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and procedures of financial record keeping and reporting.
- Methods and techniques of effective technical, administrative, and complex financial report preparation and presentation.
- English usage, spelling, grammar, and punctuation.
- Office procedures, methods, and equipment, including computers and applicable software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.
- Customer services techniques, practices, and principles.

Ability to:

- Assist the Finance Manager and Chief Financial Officer to provide lead direction, work coordination, and training to assigned staff.
- Perform a full range of responsible, professional-level accounting duties in support of assigned accounting system, function, or program area.
- Collect, analyze, evaluate, and interpret complex information, including complex financial data.
- Contribute to preparing the District's Annual Comprehensive Financial Report and budget.
- Ensure adherence to generally accepted accounting principles.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations supporting goals.
- Understand the organization and operation of the District and outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Understand and apply pertinent laws, codes, regulations, and organization and unit rules, policies, and procedures with sound judgment.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Type and enter data at the speed necessary for successful job performance.
- Perform mathematical calculations quickly and accurately, including adding, subtracting, multiplying, and dividing, and calculating percentages, fractions, and decimals.
- Implement and maintain filing systems.
- Exercise good judgment in maintaining information, records, and reports.
- Operate and use modern office equipment, including computers and supporting word processing and spreadsheet applications.
- Proficiently use Microsoft Word, Excel, and PowerPoint programs.
- Work cooperatively with other departments, District officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries related to the area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Monitor funding of the District projects and capital outlays, including overseeing, coordinating, and administering financial reports, funding requests, budgetary requirements, annual reports, and loan/grant funding.
- Research, compile, and interpret various information and make appropriate recommendations.
- Work independently in the absence of supervision.
- Work under steady pressure with frequent interruptions.
- Plan and organize work to meet changing priorities and deadlines.

Minimum Qualifications

A candidate's qualification for the role is determined through a combination of the candidate's education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position. However, all candidates must meet each of the following minimum qualifications, except where any specific qualification is described as preferred/desirable or is described as an alternative to another minimum qualification:

Education: Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field.

And

Experience: Four (4) years of increasingly responsible experience in the accounting or financial field. Previous experience in a governmental agency or utility is preferred.

Licenses, Certificates; Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Desirable Certifications:

License as a Certified Public Accountant (CPA) is desirable.

Master's Degree in Accounting, Finance, Business Administration, Public Administration, or related field is preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this class, the employee is required to use hands and fingers to handle or feel; repetitive motion for keyboard use and writing; frequently grasp, reach overhead, hold and reach; sit for long periods of time; occasionally walk, use staircases, stand, kneel, stoop and bend; occasionally lift and carry up to 25 pounds or up to sixty (60) pounds with assistance; constantly use overall vision including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; and frequently hear and talk, in person and on the phone. Employees may be required to travel to other sites within the District.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.