

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**SENIOR ACCOUNTANT**

Civil Service Status:	Open Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by City Council:	3/16/09
Classification Series:	Finance	Resolution No.:	2009-32
FLSA Status:	Non-Exempt		

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction, this position develops, revises, and implements financial systems and operating procedures; performs accounting work in the supervision and maintenance of budgetary records; works with established guidelines of financial reporting, budgeting, general ledger, accounts payable, payroll, utility billing, data processing; and performs other related work as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Performs the more difficult and specialized professional accounting work in the maintenance of budgetary, revenue, cost and other financial records;
- Performs complicated analyses and develops and summarizes reports to communicate results;
- Works with computerized financial systems;
- Makes recommendations to improve and streamline operating procedures and automated systems;
- Assists in the supervision of the monthly closing and preparation of financial reports;
- Monitors the recording of transactions to ensure strict compliance with City, State, and Federal regulations, evaluates and develops fiscal practices and controls in generally accepted accounting principles;
- Monitors and reports financial activities of various grants received by the City from public (Federal, State and Local) and private (foundations, etc.) sources;
- Assists in the development of the comprehensive Annual Financial Report (CAFR);
- Assists with coordinating and planning yearly financial audits with outside CPA firms;
- Coordinates and maintains accounting and Information Technology systems;
- Prepares monthly and annual financial and statistical revenue reports;
- Prepares monthly departmental expenditure reports;
- Posts all ledger accounts to control accounts and update trial balances;
- Prepares and processes the employee payroll and related reports;
- Maintains employee records related to payroll;
- Verifies and monitors accounts payable transactions for account codes and availability of budget;
- Verifies and monitors purchase order transactions for account codes and availability of budget;
- Prepares month-end journal entries for proper presentation of City's financial status;
- Reviews monthly financial reports and prepares necessary documentation for month-end adjusting of journal entries;
- Prepares bank reconciliation reports for various City accounts including operating, payroll, and worker's compensation;

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- Assists with coordinating and planning various audits related to Federal, State, County and other funding;
- Ensures proper accounting for grant related special revenue funds;
- Researches and analyses special accounts and projects;
- Oversees the work of others and assists in supervising of subordinate employees;
- Assumes responsibility for ensuring the duties of the position are performed in a safe efficient manner;
- Performs other related duties as assigned or as situation requires;

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Current accounting principles, practices and procedures, such as those published by the GASB, FASB, AICPA, and GFOA;
- Data processing systems and their use;
- Municipal accounting and budgeting procedures;

**Skills:**

- Skills in word processing general correspondence, spreadsheets and reports using a personal computer and applications;

**Ability to:**

- Work with computerized financial systems. Proficiency in word processing, database and spreadsheet programs;
- Adept to apply established methods to a variety of financial transactions and accounting problems;
- Prepare complete accounting statements and reports;
- Instruct and to supervise other clerical and accounting employees;
- Establish and to maintain an effective working relationship with other employees and the public;
- Be proficient in making arithmetical calculations;
- Handle confidential information with discretion;
- Communicate effectively orally and writing;
- Effectively handle irate customers;
- Initiate and accomplish work in a timely manner;
- Work overtime as requested;
- Assume responsibility for maintaining a safe working environment;
- Prepare and review journal entries in accordance with GAAP;
- Perform complex bank reconciliations;
- Develop necessary skills from on-the-job training and meet standards of performance or higher by the end of the probationary period;

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**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Graduation from an accredited college or university with a Bachelors' degree in Accounting, Finance, Public Administration or other closely related field.

**Experience:**

Three (3) years of accounting experience. Experience in governmental accounting is highly desirable.

**License:**

A valid California Class C Driver's License and a satisfactory driving record..

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.