



## Career Service Authority

### Senior Accountant

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#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs full-performance level, professional, governmental accounting work applying generally accepted accounting principles to analyze and present financial statements, statistical reports and budget documents and consult with management for interpretation of the data in the decision-making process.

#### **DISTINGUISHING CHARACTERISTICS**

The Senior Accountant performs full-performance level professional governmental account work on complex assignments and studies requiring significant independent judgment. This class is distinguished from the Associate Accountant classification that performs standard level, professional governmental accounting work on routine and moderately complex assignments. It is distinguished from the Accounting Supervisor that supervises the work of professional accountants and sub-professional accounting staff involved in the daily implementation of accounting policies.

This class is also distinguished from the Auditor series, which describes customary audit-oriented duties, and from the Agency Budget Analyst series, which describes agency representatives involved in coordinating within an agency the development of an agency's annual budget request and monitoring the expenditures of the agency's budget.

This class is also distinguished by the following factors:

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs lead work over professional staff -or- lead work or full supervision over sub-professional and/or support staff.

**ESSENTIAL DUTIES**

Reviews financial reports, cost reports, ledgers and other information to compile, review, analyze and make recommendations to management concerning the financial standing of the organization.

Conducts special accounting studies and prepares reports accordingly.

Breaks out and reviews factors such as cost and depreciation relative to the total cost for items such as labor, materials, overhead and equipment.

Prepares the agency or division budget.

Assists management in using accounting information to arrive at policy decisions based on professional interpretation of the data.

Makes recommendations for automation of the accounting system, including acquiring and testing hardware and software, developing policies and procedures and training staff during implementation.

Some positions may analyze revenue information for decisions as to adequacy, form and source.

Some positions may conduct compliance reviews of vendor services and fiscal controls, make recommendations to improve services or strengthen controls and train staff and/or vendor on operational procedures.

Some positions may direct or coordinate the work of clerical and technical employees engaged in accounting activities.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Integrity/Honesty** - contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Self-Management** - sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Technical Competence** - uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Flexibility** - is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

**Problem Solving** - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Knowledge of the principles and practices of accounting sufficient to be able to establish, maintain, understand and interpret various accounting systems, for general purposes or to assist others.

Knowledge of governmental budgeting sufficient to be able to prepare an agency or department budget.

Knowledge of computer hardware and software sufficient to be able to maintain a computer system and troubleshoot problems.

Skill in examining documents for correctness, completeness, logical soundness and interpreting the accuracy of the information received.

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.

Skill in independently adapting, interpreting, and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.

Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Skill in maintaining and organizing files, documents and records.

Skill in analyzing information relative to the work assignment and providing recommendations.

### ***Physical Demands:***

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work using two or more.

***Working Environment:***

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.

***Education Requirement:***

Bachelor's Degree in Accounting, Business Administration, Finance or a directly related field, including a minimum of 15 semester hours in accounting courses.

***Experience Requirement:***

Two years of professional accounting experience.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for one year of the minimum experience requirement.

***Licensure and/or Certification:***

None.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 10/01/2005  
04/25/2010  
12/2011

***REVISED BY:*** 10/2005, Dani Brown  
04/2010, Paul Wiberg  
12/2011, Meredith Creme

***CLASS HISTORY*** 09/2003. Added competencies to existing spec and put into new format.  
09/2005. Changed level of supervision to include full supervision over subprofessional and/or support staff. 04/2010. Added language to the

*Education Requirement* to make it consistent with the Staff Accountant class specification.

12/2011 Revised general statement of duties and distinguishing characteristics to align the Accounting classification series due to the establishment of an Associate Accountant classification.