

Menlo Park Fire Protection District

SENIOR ACCOUNTANT

(Non-safety, full-or part-time, non-exempt, unrepresented confidential, benefited position)

Class Description

DEFINITION

Under general direction, plans, directs, administers, supervises, and participates in the daily operations and activities of a variety of accounting functions, including performing complex and professional accounting, financial reporting, and accounts receivable; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Administrative Services. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the accounting functional area that exercises independent judgment on diverse and specialized accounting functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day financial processing, reporting, and record-keeping activities and is responsible for providing professional-level support to the Director of Administrative Services in a variety of areas. Responsibilities include oversight of the accounts receivable function as well as reconciliation and financial report preparation activities. This class is distinguished from the Director of Administrative Services in that the latter has overall responsibility for all District administrative functions and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Plans, organizes, assigns, supervises, and reviews the work of professional and technical accounting and administrative staff; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
2. Monitors activities of the assigned work unit; recommends improvements and modifications and prepares various reports on operations and activities, including workload and workflow statistics.
3. Recommends and implements goals, objectives, policies and procedures, and changes to applicable District codes; establishes schedules and methods for assigned accounting functions.
4. Determines and recommends resources for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
5. Responds to inquiries from other accounting and finance staff, other departments, and the public regarding assigned accounting functions; investigates complaints and sensitive/confrontational issues; recommends corrective actions to resolve issues.
6. Monitors and coordinates the preparation, balancing, and reconciliation of journals, ledgers, and other accounting records; prepares or directs the preparation of records and reports for submission to various regulatory and other governmental agencies.
7. Performs responsible accounting, financial and/or budgetary document processing, document review, and program support work.

8. Establishes and maintains internal control procedures and ensures that accounting standards are met.
9. Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other materials.
10. Maintains operational and accounting records; oversees the proper and timely destruction of records.
11. Monitors changes in laws, regulations, and technology that may affect operations of the assigned work unit; implements policy and procedural changes after approval.
12. Performs duties of professional and technical subordinate staff as required.
13. Plans, coordinates, and carries out special projects as assigned by departmental managers.
14. May participate in strategic planning.
15. May be assigned District Treasurer responsibilities.
16. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Basic principles and practices of budget development, administration, and accountability.
- General principles and practices of public agency accounting and finance, including general and governmental accounting, auditing, and reporting functions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, select, train, motivate, and evaluate the work of staff.
- Plan, organize, administer, coordinate, review, evaluate, and personally participate in comprehensive public agency accounting functions.
- Prepare and maintain clear and accurate financial reports, correspondence, policies, procedures, and other written materials.
- Analyze complex accounting and/or fiscal issues and recommend resolutions.
- Verify the accuracy of financial data and information.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively conduct meetings and make presentations to various groups.
- Present complex information orally and in writing in an easy-to-understand way for employees, community groups, and decision-makers.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business, public administration, or a closely related field, and five (5) years of professional accounting experience, including one (1) year of supervisory or lead experience, preferably in a governmental or public agency setting.

License:

- Licensure as a Certified Public Accountant is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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