



Senior Accountant

Class Code:
4921

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Feb 8, 2008
Revision Date: Jul 1, 2016

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under direction, perform a variety of complex and professional accounting work in the Finance Division. This class will act as the lead worker, and may plan and supervise employees for a portion of the divisional accounting program with a high level of complexity; prepare and analyze a variety of complex accounting, statistical and narrative reports; and perform other related duties as assigned.

DISTINGUISHING FEATURES

The Senior Accountant is the advanced journey-level lead professional level in the Accountant series. This class will act as the lead worker and may be assigned direct supervisory responsibilities for a group of employees in the Finance Division and exercise detailed and general ledger subject matter knowledge. The Senior Accountant is distinguished from the Accountant in that the latter performs journey-level accounting work whereas the Senior Accountant is responsible for larger and more complex divisional accounting and record-keeping programs and performs the full range of duties related to the general ledger and the periodic financial close cycles and reporting requirements.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

1. Plans, organizes and oversees a major component in the accounting program within the Finance Division with a moderately complex fiscal record-keeping system.
2. Has a lead or administrative role in the financial close cycles; ensures the accuracy of general

ledger maintenance, preparation of monthly journal entries, expense and revenue analysis for accrual activities, and financial reporting on a monthly, quarterly and annual basis.

3. Prepares or oversees the preparation of financial reports and analytical accounting, statistical and narrative reports for use by department and other agencies.

4. Prepares trial and final balance statements, profit and loss statements, and cash flow statements; has the oversight for amortization and depreciation schedules and perpetual inventories, etc.

5. Coordinates, directs and reviews the work of paraprofessional-level, payroll and/or clerical accounting staff in routine office work such as reconciliation, trial balancing, computing accounts and performing other fiscal or payroll record-keeping duties.

6. Examines fiscal documents such as approving vouchers, warrants, requisitions, purchase orders, receiving records and invoices; may assist in the preparation of budgets by assembling, reviewing and evaluating technical accounting and statistical data.

7. Acts as the lead worker and may be assigned direct supervisory responsibilities for a group of employees in the Finance Division, providing detailed and general ledger subject matter knowledge.

8. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

(May meet one of two options.)

Option I

Experience:

The equivalent to three years of full-time experience in the class of Accountant in the Superior Court of California, County of Alameda classified service.

Or Option II

Education:

Possession of a Bachelor's degree from an accredited college or university with major coursework in accounting, finance or other closely related field.

And

Experience:

The equivalent to three years of full-time professional accounting, auditing or administrative experience which included significant accounting and/or fiscal work.

Substitution:

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2080 hours) of additional qualifying work experience will be considered equivalent to 30 semester units/45 quarter units.

KNOWLEDGE AND ABILITIES:

Knowledge of general and governmental accounting and auditing principles, theory and procedures; laws, rules and regulations governing the maintenance of fiscal records; general ledger accounting; preparation and analysis of financial reports, statements and accounting; modern business office practices and procedures; working knowledge of computer spreadsheet and word processing applications; preparation and analysis of financial statements; report writing techniques; electronic data processing concepts, systems and terminology; principles of team leadership, training, and work coordination.

Ability to perform a variety of the most complex and technical specialized financial and statistical record-keeping work; provide lead direction, training and work coordination for other staff; analyze, interpret, explain and apply business and governmental laws and regulations; prepare comprehensive, clear and concise accounting and statistical reports; operate standard office equipment; read and interpret financial reports; work independently; exercise judgment; communicate effectively both orally and in writing; learn a variety of specific accounting information systems; establish and maintain a variety of fiscal records; establish and maintain cooperative working relationship with staff, managers and external agencies; analyze financial and numerical data and draw logical conclusions; plan, organize and complete work assignments on a timely basis; perform actions that require high attention to detail and application of code, rule and specific procedural requirements; and maintain confidential information when required by legal or ethical standards.

CLASSIFICATION HISTORY:

Date established: 2/8/08

SH/RT: sh

Revised: 10/8/2019

Revised: 11/5/2019