

# **SENIOR ACCOUNTANT**

## **(Range 119)**

### **DEFINITION**

Performs a variety of accounting and administrative work related to one or more functional areas within a centralized Accounting Office. Duties may vary depending on area or areas to which assigned. Duties may include general ledger, financial reports, cash receipts, account analysis, accounts receivable, contract compliance, and accounting system administration, as well as to generate and maintain accurate payroll records.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant Finance Director.

**ESSENTIAL AND MARGINAL FUNCTIONS Essential and marginal functions and responsibilities may include, but are not limited to the following:**

#### **Essential Functions:**

1. Prepares and reconciles accounts receivable invoices for contract libraries, services, rents and grants.
2. Maintains general ledger to include preparation and posting of journal entries, coding of invoices, and account analysis and reconciliation.
3. Processes and authorizes invoices for payments on equipment maintenance and leases, rents and utilities.
4. Posts and balances annual budget, program budgets, and budget transfers to the accounting system.
5. Creates, formats, and maintains a variety of District financial reports.
6. Generates and distributes monthly financial reports to include budget status reports, detail expenditure reports, and other reports as needed.
7. Maintains financial documents with appropriate supporting material and updates records as necessary.
8. Prepares spreadsheets and various financial and statistical analyses as necessary.
9. Utilizes accounting skills that reflect a high degree of accuracy for generating various reports, and for on-going maintenance of specific accounting records for department.
10. Processes Library District payroll to include preparing and issuing payroll checks.
11. Verifies distribution codes are accurate on payroll checks.
12. Reviews wages computed and corrects errors to ensure accuracy of payroll.
13. Monitors and analyzes employee hours.
14. Records changes affecting net wages such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records.

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15. Records data concerning transfer of employees between departments.
16. Prepares and submits Public Employees' Retirement unemployment claims and worker's compensation as well as various reports.
17. Performs considerable record keeping tasks.
18. Maintains internal check control.
19. Complies with all Federal, State, and local laws, codes, and regulations regarding employment practices.
20. Maintains extensive interaction with Library District staff and management and various outside agencies.
21. Generates periodic reports of earnings, taxes, and deductions.
22. Prepares bi-weekly Library District payroll, performs mortgage verifications, and check distribution, security, and imprinting.
23. Assists Assistant Finance Director in preparing financial and budgetary reports.
24. Inputs and retrieves a variety of payroll and statistical information using a computer.
25. Utilizes personal computers, the Internet, and e-mail.
26. Operates office equipment including, but not limited to: copy machine, ten-key adding machine, telephone, and facsimile machine.
27. Assists Assistant Finance Director and the Deputy Director, CFO in the preparation of the District's annual budget and in the preparation of the Comprehensive Annual Financial Report (CAFR).
28. Assists the Assistant Finance Director to prepare, submit, and/or summarizes reports regarding budgets, inventories, investments, and other special projects for the Deputy Directors, Executive Director and the Board of Trustees.
29. Assists the Assistant Finance Director and Deputy Director, CFO in coordinating external audits, including preparation of responses.
30. Assists in the maintenance of general books of accounts according to established account classifications, including general ledgers and journals.
31. Assists the Assistant Finance Director to prepare and submit memoranda and reports to the Library District Board of Trustees, Executive Director, and staff and management regarding purchasing and contractual activities.
32. Attends hearings, meetings, and acquire information, and/or represent the Library District or Business Office.
33. Assists Assistant Finance Director to prepare, submit, and maintain the Business Office budget and adheres to established Library District objectives in such.

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34. Assists Assistant Finance Director to plan, develop, and implement Business Office goals and objectives.
35. Assists Assistant Finance Director to ensure compliance with all pertinent Federal, State, and local laws, regulations, and ordinances as well as all Library District policies and procedures.
36. Responds to inquiries and complaints in a courteous and timely manner.

**Marginal Functions:**

1. Performs a variety of general clerical duties including typing and maintaining files and records.
2. Performs related duties and responsibilities as required.
3. Attends and participates in professional group meetings and seminars.
4. Assists and participates on interview panels and select staff for Business Office.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Professional accounting and payroll principles and procedures.
2. Modern office practices and procedures.
3. Modified accrual accounting methods and practices including accounts receivable, accounts payable, and purchasing.
4. Double-entry bookkeeping and basic principles of municipal accounting.
5. Pertinent Federal, State, and local laws, codes, and regulations.
6. Record and report keeping methods and techniques.
7. Library District, Branch, and Business Office policies and procedures.
8. Library District terminology and functions.
9. Correct English usage, spelling, punctuation, and grammar.
10. Advanced arithmetic principles.

**Ability to:**

1. Understand, interpret, and explain payroll procedures, rules, and regulations.
2. Apply accounting principles in preparing journal entries, various reports, control records and other information relative to financial data for the Library District.
3. Maintain a variety of financial records and files.

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4. Perform technical accounting work.
5. Follow Library District and Business Office policies and procedures, established principles, and federal, state, and county agencies' guidelines.
6. Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
7. Exercise good judgment and make sound decisions.
8. Work under pressure and meet deadlines.
9. Establish and maintain effective working relationships with those contacted during the course of work.
10. Understand and follow both oral and written instructions.
11. Communicate clearly and concisely, both orally and in writing.
12. Effectively communicate with and elicit information from difficult, upset and irate individuals.
13. Maintain the mental capacity for effective interaction and communication with others.
14. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
15. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

1. Use of personal computers and associated software.
2. Use of general office equipment.

**QUALIFICATIONS**

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**Training and Experience:**

Bachelor's Degree in Business Management, Accounting, or closely related field required; four (4) years of work experience performing general accounting duties required; and computer skills required.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds); occasional moderate lifting (12 - 20 pounds); and minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require visual perception and oral communications ability.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

**DEVELOPED:            JULY 1, 1995**

**FLSA:                    EXEMPT**

**CBA:                     NON-SUPERVISOR**

**REVISED:              FEBRUARY 14, 1998**  
**JUNE 4, 1998**  
**MARCH 8, 1999**  
**AUGUST 14, 2007**  
**NOVEMBER 27, 2012**