

## **Senior Accountant**

### **Definition:**

Under general direction, performs the most difficult accounting and auditing work; may supervise staff engaged in departmental accounting, auditing and clerical functions.

This is the lead level in the Accountant series and is distinguished from Accountant by the level of knowledge and skill required including the degree of difficulty of work performed. The emphasis on essential functions performed may vary according to assignment.

### **Essential Functions:**

- Conducts field audits of County departments and other agencies as assigned.
- Prepares and reviews cost allocation plans; Reviews and verifies year-end revenue and expenditure accruals and depreciation schedules; performs financial monitoring of contracted service providers.
- Plans, performs, supervises and reviews a variety of accounting or auditing activities.
- Prepares reports and recommends improvements in general and cost accounting and audit systems; assists with accounting and/or auditing program implementation.
- Provides supervision, direction, and training to subordinate accountants and other personnel; evaluates the job performance of subordinates.
- Analyzes division or departmental workloads and workflow and recommends redistribution of work assignments.
- Prepares a variety of complex reports involving statistics, legal requirements, cost and general accounting, and auditing; prepares periodic financial statements/cost and written reports and/or assists in the preparation of the County's annual comprehensive financial statement.
- May prepare the departmental budget and monitor revenues and expenditures.
- May confer with county officials and departmental personnel on accounting and auditing matters.
- Operates a personal computer using a variety of software applications including accounting, spreadsheet, word processing, and database applications as well as task-specific applications.
- Performs other job related functions as required.

### **Employment Standards:**

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Business Administration or related field. If the major has been in a field other than accounting, at least 15 semester or 25 quarter units of college level accounting courses must have been completed OR evidence of having passed all four parts of the Uniform Certified Public Accountant examination OR possession of a Certified Public Accountant certificate, AND three (3) years of progressively responsible general accounting and/or auditing experience OR two (2) years of experience in governmental accounting and/or auditing. Possession of an active California Certified Public Accountant certificate shall be considered equivalent to one year of general accounting/auditing experience, if not used to satisfy the education requirements.

Possession of a valid California driver's license, and the ability to maintain proof of vehicle insurance may be required of some positions.

**Knowledge of:** governmental accounting and budgeting; general and cost accounting and auditing principles, theories and procedures; the principles and practices of supervision and training; fiscal reports; computer spreadsheet, word processing and database applications, information technology systems and applications.

**Ability to:** analyze and verify financial records and documents; establish and maintain fiscal records and procedures; prepare comprehensive financial reports; use and understand information technology systems and applications; understand, interpret and apply provisions of Federal, State and local regulations and policies including General Accounting Office (GAO), Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and American Institute of Certified Public Accountants (AICPA) pronouncements; advise management staff on accounting and fiscal matters; maintain complete and accurate records; supervise and train staff; establish and maintain effective and cooperative working relationships; communicate effectively orally and in writing; conduct research and prepare clear and concise reports; operate a personal computer using a variety of software applications.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.