

CITY OF NICHOLASVILLE

POSITION DESCRIPTION

Class Title: Senior Accountant

Department: Utility and General Administration and Finance

Supervisor: Finance Officer

Supervises: May supervise those reporting to the Finance Officer in the absence of the Finance Officer

Grade: 30

Class Characteristics: Under general administrative direction assists with the accounting and financial functions of the City; may supervise those reporting to the Finance Officer in the absence of the Finance Officer; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Performs and/or reviews financial activities including accounts receivable and payable; general and subsidiary ledgers; financial statements; notes to financial statements; tax administration; costs of services; debt issuance; and budgeting.
2. Analyzes financial data and reports to assess accuracy, completeness and conformity to standards.
3. Assists with preparing financial reports in accordance with generally accepted accounting principles.
4. Assists with evaluating and developing procedures and internal controls.
5. Assists with the development of systems for the maintenance of financial records, making use of current technologies.
6. Serves as a coach/mentor to others and reviews work of others.

7. May supervise those reporting to the Finance Officer in the absence of the Finance Officer.
8. Assists with managing special projects and assignments.
9. Responds to inquiries from other City departments and employees.
10. Performs related work as required.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Bachelor's degree in accounting supplemented by three years of progressively responsible accounting experience. CMA or CPA preferred, but not required.

Knowledge, Skills, Abilities:

Knowledge:

1. Thorough knowledge of GAAP terminology, theory, principles and application.
2. Knowledge of the principles and practices of financial administration, including accounting, budgeting, investments, etc.
3. Knowledge of federal, state and local laws and administrative regulations regarding accounts receivable, accounts payable, financial statements and tax administration, including related reporting requirements.
4. Knowledge of internal controls and automated data processing system.
5. Knowledge of modern office practices, procedures, and equipment

Skills:

1. Must be proficient at Microsoft Excel.
2. Organizational and prioritization skills.
3. Written and verbal communication skills.

4. Analytical and problem solving skills

5. Project management skills.

Abilities:

1. Ability to analyze financial data and reports to assess accuracy, completeness and conformity to standards.
2. Ability to plan, organize, direct, coordinate and evaluate the work of others.
3. Ability to work independently and to use considerable judgment and discretion.
4. Ability to complete job tasks within established time periods.
5. Ability to establish and maintain effective working relationship with officers and employees and the general public.
6. Mental alertness and attention to detail and accuracy.

ADDITIONAL REQUIREMENTS

Instruction: Instructions are very general; must use own judgment most of the time.

Processes: Must occasionally consider different courses of action or deviate from standard operating procedures to get the job done.

Review of Work: Work is checked through oral and written reports; all financial information is subject to annual audit.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required

Physical Requirements of the Job: Work is typically performed indoors sitting at a desk or table; lifting light objects (less than 25 pounds) is a requirement of the job.

Tools and/or Equipment Used: General Office Equipment (computer, calculator, telephone, copier, etc).

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Moderate/ Heavy

Interruptions: Frequent

Special Licensing Requirements: None

Additional Requirements: Must be bondable

Certification Requirements: None

Overtime Provision: Exempt