

828011/10/20098281(NC)

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:**

**SENIOR ACCOUNTANT**  
**SENIOR ACCOUNTANT (NON-CLASSIFIED)\***

**DEFINITION**

Under general supervision, to perform advanced professional accounting work in the maintenance and review of fiscal records and preparation of financial reports; to supervise clerical and subordinate accounting personnel; and to do related work as required. \*Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**DISTINGUISHING CHARACTERISTICS**

The work of this class requires the application of professional accounting techniques to a variety of problems, judgment in allocating charges and credits to proper accounts, and in the preparation of standard and special financial reports. Incumbents exercise independent judgment in the interpretation of procedures and regulations. Work normally involves supervision of clerical and subordinate accounting personnel.

**REPORTS TO:** Controller or higher level management

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Controller or higher level management. May exercise lead supervision over para professional, technical and administrative support staff as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Maintain general and subsidiary ledger controls.
- Analyze, verify and reconcile general ledger accounts.
- Supervise and coordinate general ledger entries.
- Review and analyze contracts and/or leases made by the city to outside sources; verify contractors and/or lessee's fulfillment of contractual obligations.
- Assist in detailed preparation of annual financial and statistical reports.
- Assist in the development and implementation of special computer programs for accounting applications.
- Prepare a variety of monthly and quarterly financial reports.
- Assist in budget preparation.
- Assist in developing new and modifying accounting procedures.
- Coordinate accounting related activities with other city departments, divisions and sections.
- Supervise, train, and evaluate subordinate clerical and accounting personnel.
- May conduct financial audits.

## QUALIFICATIONS

### Knowledge of:

- Accounting principles and practices.
- Principles of financial administration, including budgeting and reporting.
- Modern office practices and standard office and accounting equipment.
- Principles of supervision, training and performance evaluation.

### Ability to:

- Examine and verify financial documents and reports.
- Prepare a variety of financial statements, reports and analyses.
- Perform original work in the development and modification of accounting systems.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train, and evaluate subordinate clerical and accounting personnel.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in accounting or business administration.

Experience: Three years experience in governmental or commercial accounting preferably including one year in a supervisory capacity.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Senior Accountant

**TO:** Principal Accountant