

0450

02/05/2010

0451(NC)

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: SENIOR ACCOUNTING TECHNICIAN
SENIOR ACCOUNTING TECHNICIAN (NON-CLASSIFIED)

DEFINITION

Under general supervision, to supervise the technical and detailed accounting work of staff involved in the maintenance of the City's general ledger, accounts receivable and fixed asset systems; perform advanced technical accounting work as required; serve as a liaison to Information Systems and other City Departments on issues relating to the maintenance of the City's financial accounting system; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Accounting Technician series and is distinguished from the Accounting Technician class in that more complex and specialized duties are assumed at this level, including serving as a liaison to Information Systems on programming and system modifications which requires a broader and wider range of analytical skills. 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.

REPORTS TO: Controller

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Controller. Exercises 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 and monitor technical aspects of the financial accounting system in coordination with Information Systems department.
- Supervise and participate in month-end and year-end close of financial accounting system.
- Supervise the preparation and audit of supporting documentation ensuring that all entries and adjustments are properly authorized and entered into the accounting systems.
- Supervise input and output controls surrounding the general ledger system and subsystems.
- Recommend and implement changes in accounting systems or procedures.
- Coordinate with Information Systems Department and/or external contract programmers all system modifications and program enhancements to financial accounting systems as necessary.
- Recognize, anticipate and/or analyze potential problems with the general ledger system and subsystems.
- Answer questions and provide training to other City Departments on procedures in preparing accounting transactions and use of financial accounting systems.
- Supervise, train, and evaluate assigned staff.
- Create and edit complicated spreadsheets using EXCEL software.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Governmental accounting systems, procedures and regulations.
- Accounting and business law terminology.
- Mathematical techniques and concepts involving collection, organizing, interpreting, summarizing and analyzing numerical data.
- Automated accounting systems and interaction with other on-line and batch systems.
- Principles of supervision, training, and performance evaluation.
- Modern office practices, procedures and equipment related to the maintenance of financial records and accounting transactions.

Ability to:

- Effectively supervise employees engaged in performing a variety of accounting support duties: to include reviewing work to ensure accuracy and compliance with legal and administrative requirements and preparing performance evaluations as required.
- Perform a wide variety of difficult and responsible financial/accounting duties.
- Understand and interpret the principles, laws and procedures involved in the bookkeeping and auditing functions.
- Gather and analyze a variety of financial data and draw logical conclusions. Detect fiscal record keeping errors rapidly and efficiently.
- Communicate effectively with the public and staff in other departments and explain difficult and/or complex accounting systems or procedures.
- Supervise, train, and evaluate subordinates.

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 an Associate of Arts degree from an accredited university or college with an emphasis in Accounting, Finance or a related field.

Experience: A minimum of five years of progressive supervisory responsibility and technical work in the area of financial record keeping or bookkeeping within a large, complex organization to demonstrate possession of the required knowledge and abilities. Experience within a public sector agency and with creation of reports using applications such as Crystal, SQL, etc. is highly desirable.

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 Accounting Technician

TO: Accountant