

EXHIBIT B

Senior Accountant

SUMMARY

Under general supervision of the Director of Finance and/or Principal Accountant, performs a variety of complex and professional level accounting, financial and auditing duties in municipal finance; assists in monitoring the City's cash and investment activities, accounts payable, accounts receivable, and expenditure budgets; monitor and report on various grants, capital improvement projects and fixed assets; performs external tax audits to ensure compliance with City's ordinances; and prepares financial statements in accordance with Generally Accepted Accounting Principles and Government Accounting Standards; participates in other professional and technical accounting work as needed.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Perform a variety of routine to complex functions for departments and/or divisions, including providing financial information, researching problems and processing accounting, budget, and grant transactions.
- Supervise and participate in the posting, balancing, and reconciliation of the general and subsidiary accounts, including grant accounts; control budget for the various funds and projects determining if funds are available and expenditures properly classified; research and analyze transactions to resolve budget problems; provide analysis of available funds at management's request; analyze budget transactions.
- Monitor and report on status of federal, state and local grants, reviews grant regulations and policies, grant contracts, amendments, and other documents to ensure compliance.
- Perform a variety of specialized accounting and budget duties, including the development of budget schedules and reports, calculate and forecast payroll costs, prepare journal entries based on Council-approved budget adjustments and track budget adjustments to the adopted budget.
- Supervise and participate in the maintenance and analysis of all General Ledger Accounts, such as accounts payable, accounts receivable, payroll, inventory, fixed assets, revenues, and utility billing systems.
- Prepare financial statements for assigned projects; prepare schedules and financial worksheets to assess financial status of the programs and make recommendations on corrections.
- Assist in the preparation of financial statements, schedules, and other statistical and financial reports; prepare work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting.

- Participate in accounting functions such as preparing adjusting entries, fiscal year closing adjustments, and documents for auditors.
- Conducts tax audits and compliance reviews of individuals and firms doing business in the City to determine compliance with the City tax ordinances and to recover revenues through audits, education, and assessments.
- Recommend or implement changes in accounting systems and procedures; identify and resolve problems and inconsistencies involved in maintaining accounting controls and processes.
- Coordinate accounting-related activities with other divisions and/or City programs; answer questions and develop procedures for preparing accounting transactions pursuant to GAAP and procedures.
- Prepare analysis and work papers in preparation for audit examination pursuant to Generally Accepted Accounting Principles (GAAP), and Generally Accepted Auditing Standards (GAAS).
- Examine, reconcile, balance, and adjust accounting records.
- Interpret data and generate related statistical and fiscal reports; prepare and submit accounting information for data processing and input data into the computer.
- May perform the full array of payroll and accounting duties including the processing, reviewing, and recording of payroll, financial records, and transactions in the municipal accounting system.
- May provide lead or supervisory duties over assigned staff.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

Bachelor's degree in Accounting, Business Administration, or related field AND five (5) years of professional governmental accounting or auditing work of which includes two years of lead or direct supervisory experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Generally accepted accounting practices (GAAP).
- Proper grammar, spelling, and punctuation.
- Records maintenance and retention policies and procedures.
- Customer service principles, practices, and etiquette.
- Budget development and implementation.
- Principles and practices of municipal government accounting.
- Principles and practices of automated financial systems
- Grant funding requirements and procedures.

Skill in:

- Examining and verifying a variety of financial documents, reports, and transactions.
- Maintaining accurate records, logs, and filing systems.
- Preparing and implementing budgets.

- Performing accurate mathematic calculations.
- Reviewing, analyzing, and reconciling financial data, ledgers, and accounts
- Preparing clear and concise reports.
- Establishing and maintaining effective working relationships.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Communicating effectively both verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

None.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment.