



Town of Oro Valley Classification Description

Title: **SENIOR ACCOUNTANT**
Job Code: 1440
FLSA Status: Exempt

Department: Finance
Salary Grade: 115

POSITION SUMMARY:

Under general supervision, performs advanced journey-level accounting assignments related to staff, systems and governmental accounting, in connection with the overall operation of the Town's accounting system.

ESSENTIAL JOB FUNCTIONS:

- A. Reviews and participates in day-to-day accounting operations such as balancing and posting all expenditures, revenues and adjusting journal entries to the general ledger. Performs required reconciliation between the general ledger and subsidiary ledgers.
- B. Prepares grant reports and financial statements; collects, analyzes and prepares analyses of expenditures to ensure compliance with grant provisions.
- C. Reconciles operating bank accounts and investment accounts on a monthly basis.
- D. Assists in preparation of the Town's Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR).
- E. Maintains the Town's fixed asset database including additions, deletions, and preparation of depreciation journal entries.
- F. Performs fixed asset audits.
- G. Assists in the annual Town financial audit and documentation.
- H. Reviews, develops and modifies accounting control methods to improve existing procedures; ensures conformity to policy and increases effectiveness.
- I. Performs administrative functions on behalf of the Town's self-insured medical and prescription plan and complies with the Town's HIPAA Privacy Policies and Procedures, especially as it pertains to use and disclosure of Protected Health Information.
- J. Conducts revenue and fiscal analyses as needed.
- K. Serves as liaison with other Town departments and governmental agencies concerning accounting matters, while keeping the Finance Manager informed.
- L. Participates in the development and implementation of special projects and installation of new financial systems and procedures and assists in training staff on such systems.
- M. Serves as backup for the preparation of accounts payable and payroll.
- N. Conducts department petty cash audits and department procedure training, such as cash handling training, as needed.
- O. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of generally accepted accounting principles (GAAP); Governmental Accounting Standards Board (GASB) pronouncements, and Financial Accounting Standards Board (FASB) pronouncements.
- Essential knowledge of financial, municipal and grant audit and reporting standards and techniques.
- Knowledge of Town and department rules and regulations governing finance and accounting practices.
- Knowledge of computer hardware, software and ten key.
- Skill in utilizing word processing, spreadsheet and database software, as well as various accounting software programs.
- Skill in analyzing financial data.
- Skill in preparing financial reports and statements.
- Skill in verbal and written communication.
- Skill in establishing and maintaining cooperative working relationships with those encountered in the course of the work.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Accounting or Finance, and;
- Minimum of five (5) years of increasingly responsible accounting experience.
- Governmental accounting experience preferable.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.