



PRINCIPAL ACCOUNTANT

DEFINITION

Under general direction, performs a variety of advanced level and professional accounting functions related to the assigned area of responsibility; functional areas of expertise include, but are not limited to, financial accounting and reporting, compliance review, budgeting, grant accounting, cost accounting and fiscal analysis reporting duties; provides direct or lead supervision to lower level professional, technical or clerical staff.

SUPERVISION EXERCISED

Exercises direct supervision of subordinate staff.

EXAMPLES OF DUTIES

Answer inquiries from the public, both in person and over the phone, providing fiscal information and explaining procedures.

Supervise, train, evaluate, motivate and discipline staff, provide technical guidance in one or more of the following areas: accounts receivable, accounts payable, purchase orders, utility billing, cash collections, payroll and accounting.

Oversee various financial subsystems in assigned area of responsibility.

Oversee the work of subordinates and participate in the maintenance and reconciliation a variety of ledgers, reports and records, ensuring accuracy and journal entry postings.

Assist in coordinating and overseeing the City's annual audit process and the preparation of the Comprehensive Annual Financial Report.

Oversee bank account reconciliations, cash flow analyses and related banking activities.

Oversee the generation, review, and filing of financial reports and tax return forms.

Assist in the planning, preparation, development, and control of the City's accounting systems, and preparation of financial reports and statements.

Assist in overseeing and participating in preparation of annual City and Successor Agency budgets, including ROPS and Administrative Budgets and Local Government Compensation Report; assist in the preparation of the Housing Successor Annual Report.

Assist in the development of departmental goals, objectives, policies and procedures; recommend and implement changes in accounting system and procedures.

Assist in the year end closing, reconciliation and account balance roll-over.

Principal Accountant Job Classification

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Assist in the management of the City's and Successor Agency's debt, ensuring timely payment of debt service payments, compliance with disclosure reporting requirements and arbitrage reporting and payment; assist with issuance of new debt and/or refunding of existing debt.

Assist in tracking all financial aspects of City grants, including HIDTA, ensuring compliance with legal, financial and reporting requirements.

Prepare and supervise preparation of journal entries and adjustments and a variety of fiscal reports, statements and schedules; maintain general ledger.

Review accounting and capital asset systems for efficiency, accuracy, proper recordation and recommend change as needed.

Analyze procedures recommending improved methods, resolve and/or recommend resolutions of system and process deficiencies.

Serve as staff resource providing support assistance to managers and staff.

Conduct special projects and studies.

Perform other related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Principles and practices of general and governmental accounting, budget preparation and monitoring, expenditure control, accounts payable and receivable, cashing, cash flow and revenue forecasting.

Fiscal record keeping, payroll, cashing, business license, journal entries, accounts receivable, accounts payable, and billing.

Advanced accounting and financial record keeping, principles, procedures and methods and their application to projects and activities.

Principles and practices of payroll administration including Federal and State payroll tax reporting requirements and business license processes and procedures.

Principles and practices of employee supervision, training, evaluation, motivation and discipline.

Principles and practices of municipal budget preparation and control.

Fiduciary fund accounting and reporting.



Applicable Federal, State and local laws, codes and regulations.

Automated financial management and accounting systems.

Generally Accepted Accounting Principles (GAAP).

Governmental Accounting Standards.

Principles and practices of supervision, training and performance evaluation.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Independently perform the most difficult technical accounting and financial projects and activities.

Plan, organize, review the work of and train and supervise subordinate staff.

Respond to questions from the public and staff.

Independently interpret and apply policies, procedures, laws, codes and regulations pertaining to municipal accounting, budgeting and related functions.

Analyze problems, identify solutions, project impacts of proposed actions and implement recommendations.

Independently interpret and apply accounting principles and procedures to maintain control of records, financial statements and databases; research, collect, compile and analyze information and data.

Apply accounting principles in the maintenance of governmental financial and accounting transactions.

Research, collect, compile and analyze information and data and organize work to meet schedules and timelines.

Prepare, examine and verify financial documents, statement, reports and analyses.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.



QUALIFICATIONS

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

BA/BS degree in Accounting, Finance, Business Administration or related field and four (4) years increasingly responsible professional experience in municipal accounting and/or budgeting, including one (1) year in a supervisory capacity. CPA and MA/MS is highly desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

