



City of Pacific Grove  
Established Date: 7/16/14

## ACCOUNTANT, SENIOR

### SUMMARY:

Under general supervision, performs a range of professional accounting, technical review, and general ledger functions, including journal entries, payroll, cash management, accounts receivable, account reconciliation, and financial reporting; performs work in compliance with state and federal regulations, City policies and procedures, and government accounting standards.

**ESSENTIAL FUNCTIONS:** -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a range of accounting, technical review, and general ledger functions; reviews and approves documents, and posts journal entries and computer accounting entries; exercises independent judgment and corrects errors within City policy guidelines.
- Reviews and reconciles cash and accounting transactions, and other financial activities; reviews accounting records, verifies fund integrity, prepares journal entries, corrects errors, and resolves accounting issues within the scope of authority.
- Processes timesheets; runs, proofs, processes, and transmits payroll; assists with payroll as needed.
- Performs cash collections, balances accounts, and prepares deposits; prepares documentation and reviews accounts payable.
- Maintains inventory of fixed assets, maintains grant fund files and records, and assist with accounts payable.
- Assists the Finance Director with grants management, budget management, investment reporting, financial reporting, insurance, internal controls, and annual audit.
- Assists with the preparation of Comprehensive Annual Financial Report (CAFR), and annual budget.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and confidential and sensitive City information; performs related duties as assigned or required.

### MINIMUM QUALIFICATIONS:

#### Education, Training and Experience Guidelines:

Bachelor's Degree in Finance, Accounting, or related field; AND four years' experience in municipal finance and budgeting; OR an equivalent combination of education, training and experience.

#### Knowledge of:

- City organization, operations, policies, and procedures.
- Generally Accepted Accounting Principles (GAAP), and Government, Accounting, Auditing, and Financial Reporting (GAAFR) principles for Public Sector financial management, including payroll, treasury, grant funds, public debt management, and regulatory reporting requirements.
- Federal, state and local laws, codes, and regulations governing finance and accounting.
- Modern fiscal management principles, control procedures, and forecasting techniques.
- General ledger reconciliation standards.

**Skill in:**

- Interpreting and applying accounting standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Monitoring and interpreting financial documents, and verifying compliance with all regulatory requirements governing municipal financial activities.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Establishing and maintaining cooperative working relationships with co-workers.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using a personal computer, and MS Office and specialized financial software applications.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License may be required. Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) designation is preferred.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.