

# **CITY OF REDWOOD CITY SENIOR ACCOUNTANT**

## **DEFINITION**

To perform professional accounting work, recording and reporting of financial transactions and budgetary control for assigned funds and City departments; to review fiscal records; and to prepare financial report statements and analyses.

## **SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the Finance Director.

Responsibilities may include direct and indirect supervision of technical and clerical personnel.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Participate in the posting, balancing and reconciliation of the General Ledger and subsidiary accounts.

Control budget for various City departments 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 request.

Prepare work papers, financial statements and various reports for Federal, State and other outside agencies as well as for internal accounting.

Prepare fund balance projections and review with operating departments.

Provide assistance and information to outside auditors as required.

Audit and process payments for various contracts and miscellaneous expenses.

Monitor and report on the status of State and Federal grants; review and audit grant contracts, amendments and other documents to ensure grant compliance.

Monitor and maintain records on City's fixed assets.

Prepare investment activity summary.

Recommend or implement changes in accounting systems and procedures.

Assist departmental personnel with budget activity, proper expenditure coding, document preparation and other accounting related activities.

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**SENIOR ACCOUNTANT (Continued)**

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Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices, methods, procedures and techniques used in governmental accounting, financial administration and budgeting.

Modern office practices, procedures, methods and equipment, including computer systems and applications.

Principles of supervision, training, and performance evaluation.

Federal and State grant regulations and guidelines.

**Ability to:**

Prepare, examine and verify financial documents and reports.

Supervise, train and evaluate clerical and technical personnel.

Meet appropriate physical demands necessary for adequate job performance.

**Experience and Education:**

*Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible experience in governmental accounting, including some supervisory experience.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting or business administration.

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**License or Certificate:**

Possession of a valid California Driver's License.

**Effective Date:** November, 1984

**Bargaining Group:** Redwood City Management Employees' Association