

**COUNTY OF SOLANO**  
**ACCOUNTANT (SENIOR)**

Rev. 1/98

**DEFINITION**

Under general direction, plans, coordinates and conducts complex professional accounting duties in the preparation of financial reports and/or statements, development of accounting systems, training County staff in appropriate accounting practices and procedures, and analysis of financial records; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level within the Accountant series. Incumbents in this class perform a variety of professional accounting, financial, fiscal and training services. Assignments may include review and maintenance of accounting records, systems and procedures; quantitative analysis of financial records and County-wide training which requires the application of accounting principles and an in-depth knowledge of generally accepted accounting practices and procedures in general and governmental accounting. This class is distinguished from the class of Accountant in that the Accountant (Senior) will be responsible for performing more difficult financial and accounting tasks.

**EXAMPLES OF DUTIES**

Depending on assignment, duties may include but are not limited to the following:

1. Prepares a variety of difficult or complex accounting, statistical financial statements or reports which require analysis and interpretation of fiscal data for use by a department, auditors and/or other agencies; examines, analyzes and verifies fiscal documents to ensure adherence to established controls; analyzes and initiates changes in accounting methods, procedures and techniques in order to meet internal and external financial reporting requirements.
2. Reviews fiscal accounting systems, procedures and records; recommends and assists in the implementation of new or revised accounting systems; analyzes operational procedures to automate manual accounting systems; designs and maintains accounting forms.
3. Provides technical accounting training to all County fiscal staff; analyzes administrative and accounting weaknesses and provides training as deemed necessary; develops and maintains training manuals; conducts surveys and gathers data to determine training needs; assists in the development and maintenance of the County-wide accounting manual; provides guidance in the implementation of updates and changes in accounting practices and principles to all fiscal staff as necessary; monitors all changes in governmental accounting principles.

**Examples of Duties (Continued)**

4. Coordinates the annual Grand Jury financial audit with the external auditors; oversees the preparation of financial statements for the governmental, proprietary and fiduciary funds; works with external auditors in the resolution of accounting problems; makes arrangements for the performance of test work by the external auditors.
5. Calculates and distributes revenues to departments and special districts; assists in data collection and analysis for establishing tax rates; confers with taxpayers to provide information and investigate complaints.
6. Prepares, evaluates, justifies and maintains annual budgets; assembles and analyzes cost accounting records and supporting technical and statistical data; makes complex or difficult adjusting entries and transfers of appropriation; trains employees in the new accounts and budget controls.
7. Advises Auditor-Controller staff, superiors and departmental staff and managers of changes in laws, rules, regulations and practices which impact local government accounting and fiscal procedures; interprets rules and regulations to determine accounting and auditing requirements for externally funded programs; develops accounting procedural guidelines for County use.
8. May lead the work of other professional Accountants and/or technical staff.

**QUALIFICATION GUIDELINES**

**Education and/or Experience**

Considerable professional accounting experience coupled with additional experience, education and training in local government accounting and auditing principles and practices which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying education and experience would be:

Three years of professional level accounting or auditing experience in local government and the equivalent to graduation from an accredited college or university with 30 semester units of upper division course work in accounting, finance or closely related field which demonstrates possession of and competency in requisite knowledge and abilities.

**Knowledge/Abilities**

**Extensive knowledge of** accepted general and governmental accounting principles, practices, theories and procedures; cost accounting principles and systems; laws, rules and regulations that apply to local government fiscal operations.

**Knowledge/Abilities (Continued)**

**Thorough knowledge of** accepted methods of business office management; principles and practices of public administration including budgeting, program planning/evaluation and supervision; principles and practices of training and management consulting as applicable to local government.

**Ability to** understand, interpret, explain and comply with laws, regulations and policies governing fiscal operations and/or tax systems operations; plan, organize and administer financial programs/services; analyze fiscal data and draw logical conclusions; identify and resolve problems relating to fiscal and/or administrative operations; prepare fiscal procedures; design accounting forms operations; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; understand electronic and manual accounting systems; train others in accepted general governmental accounting principles, procedures, rules and regulations; understand program objectives in relation to departmental goals and procedures; collect and analyze data to establish/identify needs and evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; prepare budgets, funding proposals and narrative and statistical reports; secure cooperation and teamwork among professional and/or support staff; understand and analyze expenditure reports; maintain accurate records and document actions taken; interview people to obtain information needed to investigate/resolve complaints; research regulations, procedures and/or technical reference materials; maintain confidentiality of information; recognize and respect limit of authority and responsibility; work effectively with others who have objectives counter to assigned role; demonstrate tact and diplomacy.

**SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid Class C California driver's license may be required.

Independent travel may be required.

**SUPPLEMENTAL INFORMATION**

The class of Accountant is flexibly staffed to Accountant (Senior) without further examination upon approval of the Department Head.